

## **Delaware Redevelopment Authority**

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**Kirkwood Army Reserve Center  
Wednesday, September 5, 2007  
6:30 p.m.**

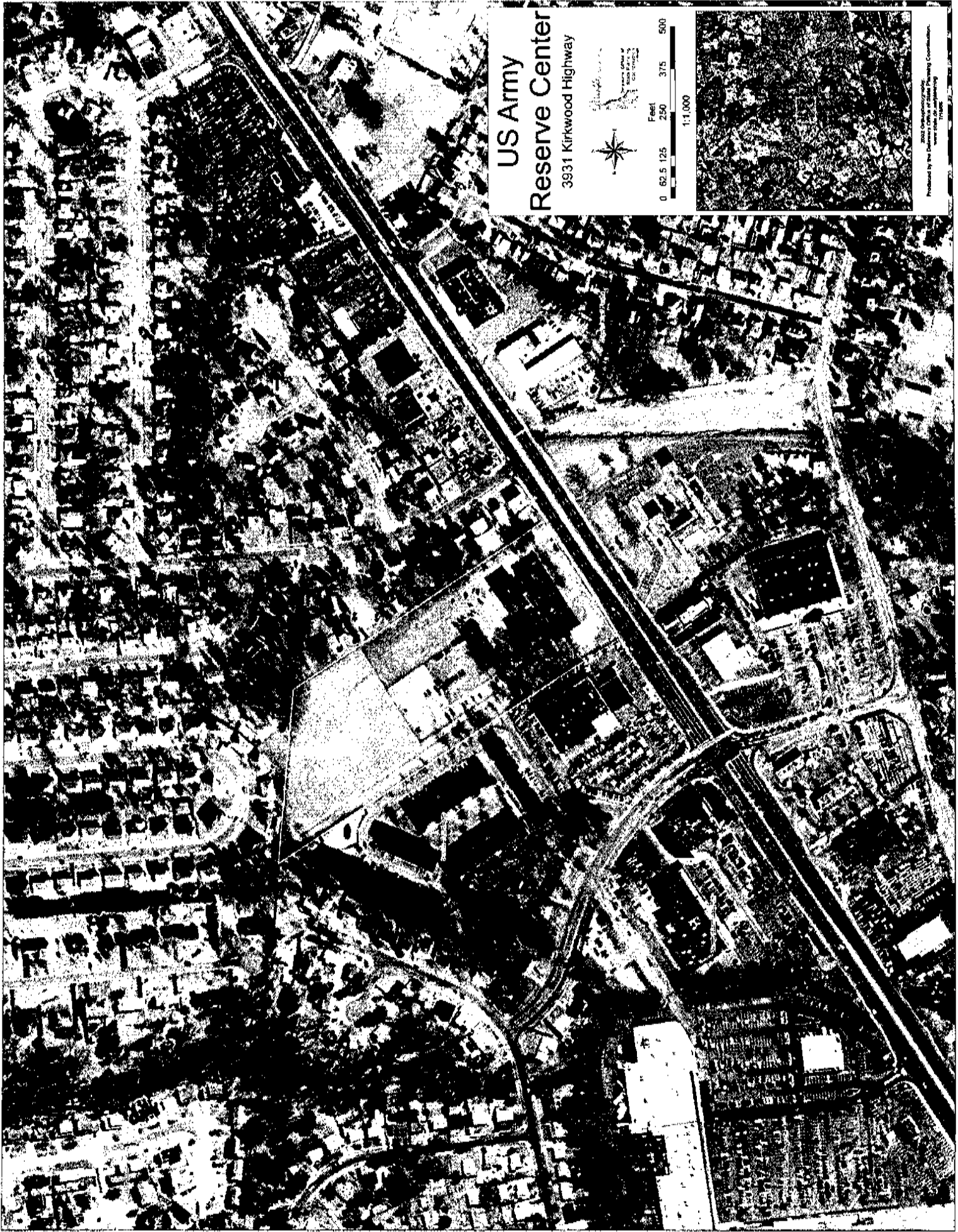
### **MEETING AGENDA**

6:30 – 6:40 p.m.	Welcome and Introductions
6:40 – 6:45 p.m.	Approval of Minutes
6:45 – 7:00 p.m.	Review of Activities Requirements Completed to Date Summary of Draft Redevelopment Plan
7:00 – 8:00 p.m.	Public Comment Period
8:00 – 8:15 p.m.	DRA Vote on Redevelopment Plan
8:15 – 8:30 p.m.	Closing Remarks

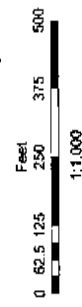
Meeting Information	
Meeting Title:	Delaware Redevelopment Authority
Purpose of Meeting:	Public Comment on the Draft Redevelopment Plan
Host Agency:	Economic Development Office
Date & Time of Meeting:	September 5, 2007 6:30 p.m.
Category:	Public Meeting
County:	New Castle
Location:	Kirkwood Army Reserve Center 3931 Kirkwood Highway
Agency Web Site:	<a href="http://www.state.de.us/dedo">http://www.state.de.us/dedo</a>
Agenda:	Not yet available
Minutes Revision:	
Minutes:	Meeting minutes not yet available
Handicapped Accessible?	Yes
Deaf Interpreter?	No
Will minutes be taken?	Yes
Additional Info:	
Meeting Contact Information	
Name:	Kate Finnerty
Address:	444 N. Capitol St NW, Washington, DC 20001
Phone Number:	202-624-7724
TDD Number:	
E-mail:	<a href="mailto:kate.finnerty@state.de.us">kate.finnerty@state.de.us</a>

<b>APPENDIX LIST</b>
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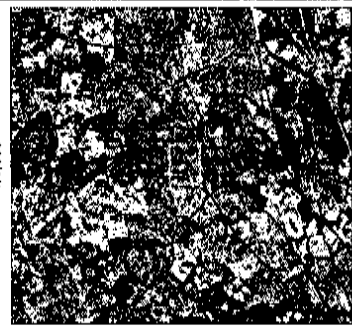
- A. Aerial Map of Property
- B. Executive Order #85
- C. Delaware Redevelopment Authority (DRA) Membership List
- D. Public Outreach Period Newspaper Article
- E. List of DRA Activities
- F. Public Meeting Sign-In Sheets
- G. List of Homeless Representatives
- H. Summary Chart of Notices of Intent (NOI)
- I. Correspondence with the Homeless Planning Council
- J. Summary Chart of NOI Criteria and Findings
- K. Meeting Minutes
- L. Summary Chart of Public Comment Letters



**US Army**  
**Reserve Center**  
3931 Kirkwood Highway



1:1,000



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Produced by the Defense Mapping Agency  
Washington, DC 20315-5000  
1714000

# STATE OF DELAWARE



## EXECUTIVE DEPARTMENT DOVER

### EXECUTIVE ORDER NUMBER EIGHTY-FIVE

#### RE: CREATING THE DELAWARE REDEVELOPMENT AUTHORITY

WHEREAS, the Major Robert Kirkwood United States Army Reserve Center (hereinafter "Army Reserve Center" or "Reserve Center") has made significant and valuable contributions to the Metropolitan Wilmington area, New Castle County and the State of Delaware; and

WHEREAS, the Final Report of the 2005 Base Closure and Realignment Commission recommended the closure of the Army Reserve Center; and

WHEREAS, the operational and economic impact of the closure of the Army Reserve Center spans multiple jurisdictions, and the future utilization of this valuable facility is a great concern for the citizens in the State of Delaware; and

WHEREAS, it is essential to have a proper and adequate revitalization plan in order to provide for the citizens and enhance the communities that are likely to be adversely affected by the closure of the Army Reserve Center;

NOW THEREFORE, I, RUTH ANN MINNER, by virtue of the authority vested in me as Governor of the State of Delaware, do hereby declare and order the following:

1. The Delaware Redevelopment Authority (hereafter "Authority") is hereby established.
2. The Authority will serve as the Local Redevelopment Authority to respond to the needs of the Delawareans and communities impacted by the closure of the Reserve Center.
3. The Authority shall work with the Department of Defense to transition the Reserve Center from military ownership to private, state or local government control.
4. The Authority shall examine and make recommendations for the public benefit concerning the closure of the Reserve Center in the areas of economic development, infrastructure, transportation and environment.
5. The members of the Authority shall consist of the following:
  - a. one member of the Delaware House of Representatives appointed by the Governor;
  - b. one member of the Delaware Senate appointed by the Governor;
  - c. the Director of the Delaware Economic Development Office or her designee;
  - d. the Adjutant General of the Delaware National Guard or his designee;
  - e. one representative of the New Castle County Government to be appointed by the New Castle County Executive;
  - f. one representative appointed by each member of the Delaware Congressional delegation; and

- g. Four members appointed by the Governor; one of whom shall be a representative of the private sector with relevant business experience or background; one of whom shall be knowledgeable in environmental protection, conservation and land use issues; one of whom shall be knowledgeable of needs of the homeless in Wilmington, New Castle County and the State; and one of whom shall be a representative of the local community being impacted by the closure of the Center.

All members of the Authority shall serve at the pleasure of the person or authority appointing them. The Chairperson of the Authority shall be appointed from among its members by the Governor and serve at the pleasure of the Governor.

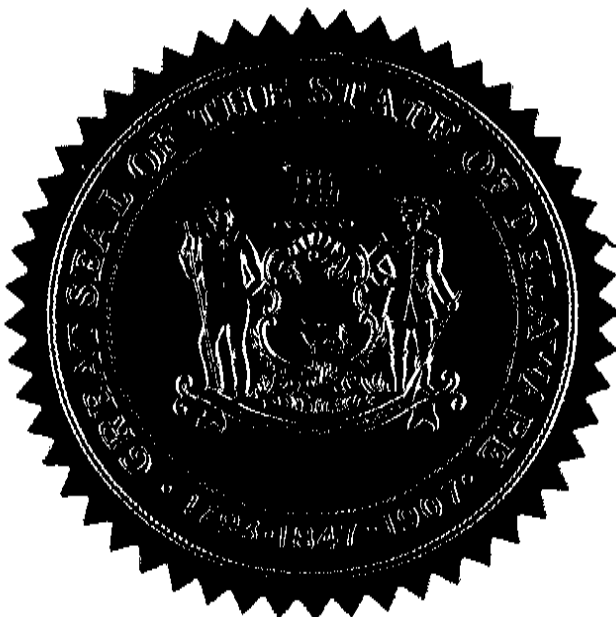
6. The Authority shall report its progress to the Speaker of the House of Representatives, the President Pro Tempore of the Senate and the Governor by May 1, 2007.

Approved and adopted this 13th day of April, 2006.

  
Ruth Ann Minner  
Governor

Attest:

  
Secretary of State



## Appendix C

### Delaware Redevelopment Authority Membership List

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MEMBER	APPOINTEE
Delaware House of Representatives	Representative Robert Gilligan
Delaware Senate	Senator David Sokola
Delaware Economic Development Office Director or Designee	Tom McCarthy, DEDO COO
Adjutant General of the Delaware National Guard or Designee	Lt. Col. Chris Prosser
Representative of the New Castle County Government	Lynn Howard
Representative of Senator Biden	John DiEleuterio
Representative of Senator Carper	Bonnie Wu
Representative of Congressman Castle	Jeff Dayton
Representative of the Private Sector	John Casey, Jr.
Representative of the Environment and Land Use	Jeffrey Bross
Representative of the Homeless	Representative Pam Maier
Representative of the Local Community	General Arthur Episcopo, Ret.



**Delaware Redevelopment Authority**  
**Public Outreach Period Newspaper Article**

67-11093-4981

Mailing:  
The News Journal  
PO Box 15505  
Wilmington, DE 19850

Street  
The News Journal  
950 W. Basin Road  
New Castle, DE 19720  
(302) 324-2500

Sunday News Journal  
The News Journal

# The News Journal

## AFFIDAVIT OF PUBLICATION

STATE OF DELAWARE

COUNTY OF NEW CASTLE

Personally appeared before me this 7th day of June, 2006:

I, Melissa Michelson, of the NEWS JOURNAL COMPANY, a daily newspaper printed and published in the County of New Castle County, State of Delaware, who, being duly sworn states that the advertisement of S/D DE Economic Development Office-Availability of Surplus

Federal Property to State and Local Eligible Parties

was published in THE NEWS JOURNAL on June 7, 2006

and/or THE SUNDAY NEWS JOURNAL on n/a

Melissa Michelson

Name

Legal Coordinator

Title

Sworn to before me this 7th day of June, 2006

Elizabeth P. Habel

Notary Public

## **Appendix E**

### **Delaware Redevelopment Authority Record of Activities**

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#### **June 2006**

- June 5 Organizational meeting held
- June 8 Notice of public comment period and meeting published in the News Journal.
- June 15 Tom McCarthy, Chair, writes article for submission to local papers
- June 16 Tom McCarthy, Chair, records Public Service Announcement, announcing the public outreach period
- June 19 PSA begins to run on WILM, WDEL, WDOV, and WMGD. The DRA requested that the stations run the PSA until September 8, 2006
- June 21 Materials posted on state websites for public access (Delaware Economic Development Office and the Government Information Center). Additional materials will be posted to the DEDO website as they become available.

#### **July 2006**

- July 3 Requests submitted to local community service providers to publish or post the request for public comment and the date of the public meeting.
- July 5 Chinese American Community Center posts the information to their bulletin.
- July 6 Representative Maier mails letter to homeless representatives, informing them of the availability of the property, the federal regulations, and inviting them to the July 18 meeting.
- July 6 Latin American Community Center posts the information to their bulletin.
- July 11 Easy to read public announcement provided to DRA members for distribution in the community.
- July 11 Public announcement of July 18<sup>th</sup> meeting – information posted on the DEDO website and the Government Information Center website
- July 11 Newark Arts Alliance posts meeting announcement on bulletin board
- July 12 DRA Chair's article runs in the Mill Creek Community News
- July 14 Delaware State Housing Authority sends meeting announcement via email listserve
- July 18 Public meeting held at DelTech Community College
- July 21 Email from the DRA to attendees of the July 18<sup>th</sup> public meeting (who provided an email address) to thank them for their attendance and to announce the date of the public tour.
- July Rep. Gilligan sends letter to 1080 households in the 19<sup>th</sup> Representative District, inviting them to the August 2<sup>nd</sup> meeting and tour.
- July 25 Public announcement of August 2<sup>nd</sup> public tour - information posted on the DEDO website and the Government Information Center website
- July 26 Mill Creek Community News runs article summarizing the July 18<sup>th</sup> meeting and announcing the August 2<sup>nd</sup> meeting

July 28        Reminder email to the DRA Members, including the agenda. Separate reminder email to the attendees from the July 18<sup>th</sup> meeting, including the agenda

### **August 2006**

August 2        Public tour and meeting held at the Kirkwood Army Reserve Center  
August 5        Email from the DRA to attendees of the August 2nd public meeting/tour (who provided an email address) to thank them for their attendance, to provide the DEDO website link for access to documents, and to remind them of the closure of the public outreach period on September 8<sup>th</sup>.  
August 14       Email to HUD to provide a summary of the August 2<sup>nd</sup> meeting and provide the DEDO website link for access to documents.  
August 29       DEDO Press Release posted, reminding the public of the closure of the public outreach period.  
August 30       Mill Creek Community News runs a public notice, reminding readers of the end of the public outreach period and providing DEDO's address for comments and NOIs.  
August 31       DSHA emails reminder of public outreach deadline via broad listserve.

### **September 2006**

September 8    Public Outreach period closes. DRA sends letters in response to those who submitted comments and Notices of Intent.  
September 11   Full list of the seven NOIs received by the DRA emailed to the DoD OEA and the three education NOIs faxed to the USDOE.  
September 12   Two NOIs related to housing faxed to HUD Philadelphia/Wilmington office and emailed an update on DRA activities.  
September 12   Email to DRA members, announcing the October 3<sup>rd</sup> meeting to review all public comments and NOIs and establish action items in order to write the Redevelopment Plan.  
September 25   Meeting announcement posted on the DEDO website and the Government Information Center website.

### **October 2006**

October 3        Public meeting held at Carvel State Office Building to review NOIs received and decide on actions necessary for the Reuse Plan.

### **November 2006**

November 2       Email to DRA Members, announcing the Nov 29-30 meetings to hear presentations by NOI sponsors.  
November 6       Email to NOI sponsors, inviting them to present to the DRA on Nov 29-30.  
November 17      Email to members of the community and homeless service providers, inviting them to the Nov 29-30 meetings.

- November 21 Meeting announcement posted on the DEDO website and the Government Information Center website.
- November 29 Public meeting held at Carvel State Office Building to hear presentations by NOI
- November 30 sponsors and rate each proposal based on agreed to criteria.

### **February 2007**

- February 1 Tom McCarthy, DRA Chair, presents federal grant application before the Delaware Clearinghouse Committee for state approval. The Clearinghouse approves the grant.
- February 9 DoD/OEA grant approved by DoD.
- February 14 DoD/OEA Grant agreement signed by DEDO

### **March 2007**

- March 7 Request for Proposals relating to the DoD grant advertised in the News Journal
- March 15 Request for Proposals relating to the DoD grant advertised in the News Journal
- March 29 Deadline for submitting Request for Proposals

### **April 2007**

- April 2 Email to DRA members, announcing the April 23<sup>rd</sup> meeting to receive the report from the Consulting Services Advisory Committee, conduct a final review of NOI proposals, and discuss the Redevelopment Plan.
- April 3 Meeting announcements for the 4/19 and 4/23 meetings posted on the DEDO website, the Government Information Center website, in the Carvel State Office Building, and the Dover DEDO office.
- April 10 Update on status of process to HUD Philadelphia office (via phone) including an invite to the April 23<sup>rd</sup> meeting.
- April 19 Consulting Services Advisory Committee met to review proposals received as a result of the RFP.
- April 23 Public Meeting held at the Bucna Vista Conference Center to receive the report from the Consulting Services Advisory Committee, conduct a final review of NOI proposals, and discuss the Redevelopment Plan.

### **May 2007**

- May 4 Letter from Tom McCarthy, DRA Chair, to DoD, requesting an extension thru September for submitting the Redevelopment Plan.
- May 11 Phone call with the US Department of Education, updating them on our progress.
- May 16 Agreement signed between DEDO and Weymouth Architects and Planners.
- May 16 Letters sent to each NOI sponsor, updating them on the DRA's progress to date.

### **June 2007**

- June 1 Environmental Condition of Property Report received at DEDO.

- June 25 Email to DRA members, announcing the July 31<sup>st</sup> meeting, to review the report from Weymouth Architects and Planners, as well as discuss the Redevelopment Plan.
- June 25 Confirmation (via phone) of DoD's acceptance of the DRA's request for an extension thru September to submit the Redevelopment Plan.

### **July 2007**

- July 23 Meeting announcements for the 7/31 meeting posted on the DEDO website and the Government Information Center website.
- July 27 DRA received letter from DoD, accepting the extension request through 9/28/07.
- July 31 Public Meeting held at the Rockwood Visitors' Center to review the Environmental Condition of Property Report, review the report from Weymouth Architects and Planners, and discuss the Redevelopment Plan.

### **August 2007**

- August 1 Drafting of the Redevelopment Plan begins.
- August XX Draft Redevelopment Plan emailed to DRA Members for review and comment.
- August XX Email to Homeless Service Providers and members of the local community, inviting them to the September XX public meeting and directing them to the DEDO website if they wish to review the Draft Redevelopment Plan.
- August XX Meeting announcements for the 9/XX meeting posted on the DEDO website and the Government Information Center website.

### **September 2007**

- September X Public Meeting held at the Kirkwood US Army Reserve Center, to allow for public review and comments on the Draft Redevelopment Plan.

## **Appendix F**

### **Delaware Redevelopment Authority**

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#### **Meeting Sign-In Sheets**

**June 5, 2006**

Carvel State Office Building  
Wilmington, Delaware

**July 18, 2006**

Delaware Technical & Community College  
Newark, Delaware

**August 2, 2006**

Kirkwood Army Reserve Center  
Wilmington, Delaware

**October 3, 2006**

Carvel State Office Building  
Wilmington, Delaware

**November 29, 2006**

Carvel State Office Building  
Wilmington, Delaware

**November 30, 2006**

Carvel State Office Building  
Wilmington, Delaware

**April 23, 2007**

Buena Vista Conference Center  
New Castle, Delaware

**July 31, 2007**

Rockwood Visitors Center  
Wilmington, Delaware

# Delaware Redevelopment Authority

Monday, June 5, 2006  
11:00 a.m. - 12:00 a.m.  
Carvel State Office Building, 12<sup>th</sup> Floor

## ATTENDANCE RECORD

MEMBER	APPOINTEE	ADDRESS	PHONE	EMAIL
Member of the Delaware House	Representative Robert Gilligan <i>RG</i>	2628 SHERWOOD DR WILM DE 19808	999 8722 (H) 540 8130 (C)	robert.gilligan@state.de.us
Member of the Delaware Senate	Senator David Sokola <i>David Sokola</i>			
DEDO Director, or Appointee	Tom McCarthy, Chair <i>\</i>			
Adjutant General, or Appointee	Lt. Col. Chris Prosser	FIRST REINFOR RD WILM DE 19808	326-7130	CHRISTOPHER.PROSSER@US.ARMY.MIL
NCCo, Appointed by County Executive	PAUL FRESE on Behalf of Karl Kalkbacher	NCC Gov. Center	395-5117	pfrese@NCCo.org
Representative of Senator Biden	Brian Cunningham			
Representative of Senator Carper	Carrie Casey <i>Carrie Casey</i>	301 N. Walnut St, Suite 102-1 Wilm DE 19802	573-6291	Carolyn-Casey@carper.senate.gov
Representative of Congressman Castle				
Representative of the Private Sector	John Casey, Jr.			
Representative of the Environment and Land Use	Jeffrey Bross <i>JB</i>			
Representative of the Homeless	Representative Pam Maier			
Representative of the Local Community	General Arthur Episcopo <i>AE</i>			
Guests	Rich Puffer - House Kate Tinkler Kim Hoffman			

Kimberly.hoffman@state.de.us



## Delaware Redevelopment Authority

**Public Meeting**  
**Tuesday, July 18, 2006**  
**6:00 p.m. – 8:00 p.m.**  
**DeTech Stanton Campus**

## ATTENDANCE RECORD

NAME	TYPE OF ATTENDEE (i.e. DRA Member, Private Citizen, Non-Profit, Developer, Vendor, Press)	AFFILIATION	CONTACT INFO (alternatively, a business card may be submitted)
Kevin Barnett	Press	Community News	302-239-0213
Matthew Beckles	<del>Non-Profit</del> Gov.	DS HA	302-739-4263
Cathy McVey	Non-profit	Connections Homeless Planning Council	984-3380x10
Rich Pothan	Rep. Gillingham	House	577-8473
Boethy Veeel	Marshalltown Civic Association	Church	995-2745 - 994-7466
BOB GRABOWSKI	MARSHALTON CIVIC ASSOCIATION	COMMUNITY	996-0242 RTGRABOWSKI@COMCAST
MIKE HARMER	NEW CASTLE COUNTY	SPECIAL SERVICES	302-395-5845
Jeff Bross	DRA	Duffield Assoc	
BILL DUNN	CIVIC - MLCA		302-598-6313
Deann Cummings	Sen Biden		302-578-6345
Ant Lawrence (MPLA)	me		302-598-6810
CHRISTOPHER PRESSER	DRA	DRA/DEVELOPMENT	302-326-7130
Shanda Clark	Non-Profit	Homeless Planning Council	
Sale Wilkinson		The Salvation Army	302-472-0764
Michael Smith	Non-Profit	Williamson Properties	302-999-8996
		Snyder Baptist Mission	302-650-8542

NAME	TYPE OF ATTENDEE (i.e. DRA Member, Private Citizen, Non-Profit, Developer, Vendor, Press)	AFFILIATION	CONTACT INFO (alternatively, a business card may be submitted)
Rosalind Kotz	Government	City of Wilmington	RKOTZ@C.I.Wilmington.de
Lynne Howard	New Castle County		LHoward401@aol.com
Dave Schell	State Senator / Rehoboth		
Harold Miller	URA - MTC	99th RRC	harold.miller@earthlink.net
Albert Schell	Non-Profit	Ministry of Living	ASIBERT@MINISTRYOFLiving.org
Jake duPest	DRA Member, 1st Dayton	Cong. Mike Castle	Jed.DuPest@gmail.com
Ginny Marino	YWCA Delaware		gmarino@ywcade.org
Thomas L. Perkins	non-profit		DOV61PERKINS@YAHOO.COM
Tim Sheldon	9th District Campaign		302 395 8369
Lynne Garcia-Fabrizio	YWCA Delaware		LGARCIA@YWCAD.DE.ORG
Chonda Prindexter	YWCA Delaware		OPRINDEXTEL@YWCAD.DE.ORG
John Leake	non-profit	Ministry of Living	JTLEAKE@MINISTRYOFLiving.ORG
			JTLEAKE

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## Attendance Record

Wednesday, August 2, 2006

5:00 p.m. - 7:00 p.m.

Kirkwood Army Reserve Center

NAME	TYPE OF ATTENDEE (i.e. DRA Member, Private Citizen, Non-Profit, Developer, Vendor, Press)	AFFILIATION	PHONE AND EMAIL (alternatively, a business card may be submitted)
CHRISTOPHER KRESSER	DRA MEMBER	NATURAL CHARTER	302-326-7130 CHRISTOPHER.KRESSER@US.AIRWAY.MA
Janet Kilpatrick	STAFF- Rep Maier	House of Reps	577-5190 Janet.Kilpatrick@state.ma.us
BILL DUND	PRES.- MLCA CIVIC GR.		994-9334 BILL DUND@MSN.COM
Harold Miller	99th ARC.		794-229-3022 harold.miller@earthlink.net
Edward Leonard	Citizen		995-1346 L2harmay@comcast.net
GREG ROBINSON	NON-PROFIT	HONGKISS PUNJABIAN	654-0126 carmbrister@hpdelaware.org
Rev. Tom Layman	Non-Profit	Sunday Breakfast Mission	652-9314 Haymen@SundayBreakfastMission.org
Dwight Smith	483rd cm BW-HHD	TENNIS	302.636.4376 Dwight Smith@us.army.mil
Christine Roberts	NCC Council 1 Representing	Councilman, Red	(302) 395-8361 C.Roberts@NCCOK.US
Larry White	Citizen		2401 E. Lewis Dr. Cedar Crest, NJ 08908
Ladi Brown	Citizen		2402 W. Lewis Dr. Cedar Crest, NJ 08908
Billie Wilson	Citizen		2401 E. Lewis Dr. Cedar Crest, NJ 08908
Carlie Casey	Sen Carpenter	SEN CARPENTER	301 N. Walnut St. Suite 100-1' Union, MD 21094
Tom Wobler	State Rep		<del>733-7223</del>
Bill Franey	VP- MLCA Civic Group	Civic Area	388-2845 4508 Kingsgate Ln. wmfraney@comcast.net

NAME	TYPE OF ATTENDEE (i.e. DRA Member, Private Citizen, Non-Profit, Developer, Vendor, Press)	AFFILIATION	CONTACT INFO (alternatively, a business card may be submitted)
Bob Gilligan	ST REP MEMBER		
Tom McCarthy	DRA member	DEDO CCO.	
Jeff Bross	DRA	DUFFIELD	
ART. EPISCORO			
Sam Harris	Marshalltown Citizen	member	
Erik Oederbeck			302-690-2337
Jeff Dayton	DRAMIBLIL	CONCRETE CASTER'S OFFICE	428-1902
John M. DePeters	DR	Appl. Sen. Bldg.	302-577-6347
SANDRA SANTAGADA	CEARCREST	RESIDENT	SIMPLY SANDRA@VERIZON.NET
Colleen Peck Kern	MARSHALLTOWN CIVIC ASSN. PRES.	RESIDENT	683-9078 EOBELX@Comcast
Shirley A. Cleaves	Facility Coordinator	Tenant Unit 4834 BN	302-636-4360
Cindy Oederbeck	2005 EPIC 15 Da Decker	Resident	302-633-1363 Bob Oederbeck@
DORETHA A. JENNINGS	CITIZEN	3206 TENANT	302-636-4362
Sherry Scaruzzi	Citizen	39094 velyn dr Dumfries Acres	302-994-0909 Sherry-Scaruzzi@
Lynne Garcia-Fahringer	YOUTH DE - non-profit	YOUTH DeLaure	(302) 658-7116 or 302 Ignacio@Ymca
Orenda Poindexter	YOUTH DE - non-profit	YOUTH DeLaure	(302) 658-7116 or 231-Opinion@ymca
Ray DePeters	Marshalltown Church	PASTOR	994-7466 / 153-8803
Glenet Lippert	Marshalltown Church	Member	603-4034 jslippert@att.net
GARY SIOGHAN	PRIVATE		944-3503 GARY SIOGHAN@YAHOO.COM
Charles Brant	Marshalltown Church		799-8968

Kate Finnegan DRA Staff - Gro's Office

# Delaware Redevelopment Authority

## Attendance Record

Tuesday, October 3, 2006

11:00 a.m. - 12:00 Noon

Carvel State Office Building, 12<sup>th</sup> Floor

NAME	TYPE OF ATTENDEE (i.e. DRA Member, Private Citizen, Non-Profit, Developer, Vendor, Press)	AFFILIATION	PHONE AND EMAIL (alternatively, a business card may be submitted)
Tom McCarthy	DRA	DEDO	
Keith Warren	DRA - STAFF	Governor	
Brian Cunningham	DRA	SEN. BIDEAU	
CHRIS PROSSER	DRA	DE MATH GUARD	
ART EPISCOPU	DRA	me	
Rich P. Fene	For Rep. Gillygan - DRA	Rep. Gillygan	
Jeff Brass	DRA		
Carrie Casey	DRA	Sen Carper	573-6291 / carolyn - carper carper.senate.gov
TOM CASEY	OCA	OCA	884-7442 JCARPER@DE-RA.ORG
Lynne Howard	DRA	New Castle County	395-5105 Howard@ncdco.de.gov
Paul Oskvarek	Department of Refugees	OEA	703-604-5152 paul.oskvarek@wisconsin.gov
Dan Schula	DRA	State Senate	
Kate Finnerty	STAFF	Carver	
Jeff Dayton	DRA	Carver	

# Delaware Redevelopment Authority

## Attendance Record

Review of NOIs  
November 29, 2006  
2:00 p.m. - 5:00 p.m.  
Carvel State Office Building, 10<sup>th</sup> Floor

NAME	TYPE OF ATTENDEE (i.e. DRA Member, Private Citizen, Non-Profit, Developer, Vendor, Press)	AFFILIATION	PHONE AND EMAIL (alternatively, a business card may be submitted)
CHRISTOPHER PROSSER	DRA MEMBER		
BRIAN CUNNINGHAM	DRA MEMBER (SEN. BIDEEN)		
TERRY GRANT	AIDE TO REP. GILLIGAN		
Carol Heggen	Private Citizen and Member of Milltown-Limestone Civic Alliance		998-3583; jheggen3@comcast.net
Jeff Dwyer	DRA MEMBER (Rep. Castle)		
Lynne Howard	DRA Member (NC Country)		395-5105, lhoward@nccde.org
Karl Kalsbacher	New Castle County		395-5989, Kkalsbacher@nccde.org
Good/Bryant	HUD Philadelphia		215-652-0624, Good/Bryant@HUD.gov
James Fella	HUD Delaware		673-6360 - james.fella@HUD.gov
Carla Robinson	HOMERES PLANNING COUNCIL SPOKER		983-4875, carbrist@hpdela.com
Pati Nash	Red Clay SD		552-3715, pati.nash@redclay.k12.de.us
Brett Taylor	Red Clay SD		552-3726, brett.taylor@redclay.k12.de.us
Stephanie Pizzo	NCC Councilman	Tim Sheldon	395-8369, spizzo@nccde.org
Matthew Heckles	De State Housing Authority		739-4263, matthew@destatehousing.com
Kimberly Hoffman	DRA Member Staff	Dana Sokala	577-8719, Kimberly.Hoffman@state.de.us

[illegible]

# Delaware Redevelopment Authority

## Attendance Record

Review of NOIs  
November 30, 2006  
9:00 a.m. - Noon  
Carvel State Office Building, 10<sup>th</sup> Floor

NAME	TYPE OF ATTENDEE (i.e. DRA Member, Private Citizen, Non-Profit, Developer, Vendor, Press)	AFFILIATION	PHONE AND EMAIL (alternatively, a business card may be submitted)
CHRISTOPHER PROSSER	DRA MEMBER		
Gary Maier	Honorary Representative of St. Johns of Peps.		737-7223 -
Dyanne Howard	DRA Member	N.C. County	395-5105
Dave Schick	DRA Member	State Senator	695-7366
Rich Puffer	For Rep. Robert Gilligan	House Staff	577-8473
Brian Cunningham	DRA Member (Gen. Brown)		
Stephanie Rizzo	For Councilman Sheldon		395-8369
Janet Kumpnick	w/Rep Maier		577-5190
HAM KALBAKHA	Nec office of Rep		395-5459
Orinda Townsend	NRA DE		688-7161 ext 14
Dale Dixon	Doc Prison Ind.		731-5601
Nadab Bynum	HUB Philadelphia	Federal	215-656-0623
Sharon Brackin	Non-profit	United Methodist	994-4188 MUMS 1991@aol.com
BETTY TALL	Non-Profit	U.M.	995-2745 RETIRED N.E.
Dr. Palencia Bryant Harris		Marshall Univ. Off.	



[illegible]

## Delaware Redevelopment Authority

Monday, April 23, 2007  
10:00 a.m. – 11:00 a.m.  
Buena Vista Conference Center

### ATTENDANCE RECORD

MEMBER	APPOINTEE	SIGNATURE
Member of the Delaware House	Reppresentative Robert Gilligan	
Member of the Delaware Senate	Senator David Sokola	
DEDO Director, or Appointee	Tom McCarthy, Chair	<i>Tom McCarthy</i>
Adjutant General, or Appointee	Lt. Col. Chris Prosser	<i>Chris Prosser</i>
NCCo, Appointed by County Executive	Lynne Howard <del>CUNNINGHAM</del>	<i>Lynne Howard</i>
Representative of Senator Biden	Brian Bushweller or Tonya Baker	<i>Brian Bushweller</i>
Representative of Senator Carper	Larry Windley or Bonnie Wu	
Representative of Congressman Castle	Jeff Dayton	
Representative of the Private Sector	John Casey, Jr.	<i>John Casey, Jr.</i>
Representative of the Environment and Land Use	Jeffrey Bross	<i>Jeffrey Bross</i>
Representative of the Homeless	Representative Pam Maier	<i>Pam Maier</i>
Representative of the Local Community	General Arthur Episcopo	

### GUESTS

NAME	AFFILIATION	PHONE	EMAIL
Larry Windley	Senator Carper	302-573-6291	<i>larry.windley@carper.senate.gov</i>
DAVID PARK	The Park Group	302-229-5552	<i>DPARK115@Comcast.net</i>
Kari KALBACHER	New Castle County	395-5954	<i>KKALBACHER@NCCO-DE.org</i>
Jeff BROSS	Duffield Assoc	(302) 239-6634	<i>jbross@duffnet.com</i>
Rich PUFFER	House STAFF	302-577-8473	<i>richard.puffer@state.de.us</i>
KEITH WARREN	CIV. MINNER		
KATE FINNERTEY	" "		
Elio Battista, Jr.	AG	302-577-8400	<i>elio.battista@state.de.us</i>
MARK DEVORE	OHB	302-739-5644	<i>mark.devore@state.de.us</i>

**Delaware Redevelopment Authority**

**Tuesday, July 31, 2007  
10:30 a.m. – 12:00 noon  
Rockwood Visitors' Center**

## ATTENDANCE RECORD

MEMBER	APPOINTEE	SIGNATURE
Member of the Delaware House	Representative Robert Gilligan <i>Erik Schramm</i>	<i>Erik Schramm</i>
Member of the Delaware Senate	Senator David Sokola <i>David Sokola</i>	<i>David Sokola</i>
DEDO Director, or Appointee	Tom McCarthy, Chair <i>Tom McCarthy</i>	<i>Tom McCarthy</i>
Adjutant General, or Appointee	Lt. Col. Chris Prosser <i>Chris Prosser</i>	<i>Chris Prosser</i>
NCCo, Appointed by County Executive	Lynne Howard <i>Lynne Howard</i>	<i>Lynne Howard</i>
Representative of Senator Biden	<del>Tonya Baker</del> <i>John D. Eleuterio</i>	<i>John D. Eleuterio</i>
Representative of Senator Carper	Bonnie Wu <i>GARTH SPENCER</i>	<i>Garth Spencer</i>
Representative of Congressman Castle	Jeff Dayton <i>Jeff Dayton</i>	<i>Jeff Dayton</i>
Representative of the Private Sector	John Casey, Jr. <i>John Casey, Jr.</i>	<i>John Casey, Jr.</i>
Representative of the Environment and Land Use	Jeffrey Bross <i>Jeffrey Bross</i>	<i>Jeffrey Bross</i>
Representative of the Homeless	Representative Pam Maier <i>Pam Maier</i>	<i>Pam Maier</i>
Representative of the Local Community	General Arthur Episcopo <i>Arthur Episcopo</i>	<i>Arthur Episcopo</i>

## GUESTS

[illegible]

## Appendix G

### Delaware Redevelopment Authority

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#### List of Homeless Representatives – Provided by HUD

**Connections Community Support**

Ms. Catherine McKay  
Executive Director  
500 N. 10th St.  
Wilmington, DE 19801  
302-984-3380  
[cmckay@connectionscsp.org](mailto:cmckay@connectionscsp.org)

**Delaware Health and Human Services  
Division of Substance Abuse and Mental  
Health**

Ms Melissa Smith  
Planning Director  
1901 N. Dupont Highway  
New Castle, DE 19720  
302-255-9399  
[Melissa.A.Smith@state.de.us](mailto:Melissa.A.Smith@state.de.us)

**Delaware HIV Consortium**

Mr. Peter Houle  
Executive Director  
100 W. 10th Street Suite 415  
Wilmington, DE 19801  
302-654-5471  
[dcascy@delawarchiv.org](mailto:dcascy@delawarchiv.org)

**Homeless Planning Council of Delaware**

Ms. Cara Armbrister-Robinson  
Executive Director  
100 West 10th Street Suite 611  
Wilmington, DE 19801  
302-654-0126  
[carmbrister@hpcdelaware.org](mailto:carmbrister@hpcdelaware.org)

**Ministry of Caring**

Mr. John Teoli  
Deputy Director  
506 N. Church Street  
Wilmington, DE 19801  
302-888-1420  
[JTeoli@ministryofcaring.org](mailto:JTeoli@ministryofcaring.org)

**SBM Housing**

Mr. Stephen Goodfriend  
Executive Director  
121 N. Poplar Street  
Wilmington, DE 19801  
302-571-8885  
[sgoodfriend@gatewayhouse.ws](mailto:sgoodfriend@gatewayhouse.ws)

**West End Neighborhood House**

Mr. Paul Calistro  
Executive Director  
710 N. Lincoln Street  
Wilmington, DE 19805  
302-658-4171  
[pcalistro@westendnh.org](mailto:pcalistro@westendnh.org)

**YWCA of Delaware**

Ms. Genevieve Marino  
Executive Director  
100 West 10<sup>th</sup> Street, Suite 515  
Wilmington, DE 19801  
302-655-0039  
[gmarino@ywcancce.org](mailto:gmarino@ywcancce.org)

## Appendix H

### Delaware Redevelopment Authority Notices of Interest Received

DATE	FROM	COMMENTS
July 17, 2006	Marshall United Methodist Church Rev. Dr. Patricia Bryant Harris	Proposes utilizing the site for an expansion of the Church's school, to become an elementary school (1 <sup>st</sup> -5 <sup>th</sup> )
August 1, 2006	Early Essentials Positive Learning Academy Elaine Leonard	Proposes utilizing the facility for an early childhood (preschool/wellness) center. Supports the possibility of community use during evening hours and water retention.
September 6, 2006	The Park Group Dave Park	Proposes to purchase at Fair Market Value and utilize for two parcels, the second of which would be managed by a for-profit. (1) Storm Water Management (2) DE Sports Training and Rehabilitation Center
September 7, 2006	DE Dept of Correction Paul Howard Acting Commissioner	Proposes to utilize vehicle garage for job training for Level IV and V offenders, to enable a successful transition to public life.
September 8, 2006	Red Clay Consolidated School District J. Brett Taylor CFO	Proposes to utilize the facility as a Transportation Facility to house, repair, and deploy buses. The current location is prone to flooding and in a remote location.
September 8, 2006	Youth Transitional Program Bruce Fisher	Proposes a transitional housing program for 18-30 year olds. The program works in conjunction with DSCYF, local non-profits, and nearby apartments.
September 8, 2006	Homeless Planning Council of Delaware Cara Robinson Executive Director	Opposes a homeless services facility b/c not in the best interest for DE's homeless or the neighborhood. Proposes a negotiated sale. The proceeds would provide homeless vouchers. Supports storm water mitigation or other community needs.

## **Appendix I**

### **Delaware Redevelopment Authority**

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### **Correspondence with the Homeless Planning Council**

Homeless Planning Council Notice of Intent  
September 8, 2006

Letter from the Homeless Planning Council to the Delaware Redevelopment Authority  
January 16, 2007  
Subject: Request to Submit a New NOI

Letter from the Delaware Redevelopment Authority to the Homeless Planning Council  
January 31, 2007  
Subject: Responding to Request to Submit a New NOI



## Homeless Planning Council of Delaware

*Serving those who serve the homeless...* DE. ECON. DEV. OFFICE

September 8, 2006

SEP 08 2006

Tom McCarthy, DRA Chair  
Delaware Economic Development Office  
Carvel State Office Building, 10<sup>th</sup> Floor  
820 North French Street  
Wilmington, DE 19801

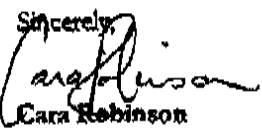
To the Members of the Delaware Redevelopment Authority:

The Homeless Planning Council of Delaware (HPC), in conjunction with its statewide partners, is submitting the attached Notice of Interest for the Kirkwood Army Reserve Center.

The Homeless Planning Council of Delaware does not believe that conversion of the base property in question to a homeless services facility would be in the best interest of either Delaware's homeless citizens or the neighborhoods surrounding the property. However, in recognition of the 1994 Base Closure Act, the HPC and its partners seek to meet the needs of the community surrounding the base property through the commercial redevelopment of a portion of the property through a negotiated sale, the proceeds of which would be designated to provide homeless assistance. As part of this recommendation, we additionally support the use of part of the property for storm water mitigation and other uses that are important to the surrounding neighborhoods. In the interest of community organizations, neighborhood civic associations and Delaware's homeless citizens, the HPC plan calls for the revenue from the sale to be used in the implementation of a homeless voucher program.

The following pages contain the description of the program, the need for the program, a time assessment and the additional requested information.

The Homeless Planning Council of Delaware and its statewide partners are seeking solutions for Delaware's homeless community. We believe the needs of a variety of stakeholders can be met through the redevelopment plan we propose for the Kirkwood Army Reserve Center.

Sincerely,  
  
Cara Robinson  
Executive Director

100 West 10<sup>th</sup> Street, Suite 611  
Wilmington, DE 19801  
ph: 302.654.0126 fx: 302.654.0127 e: carmbrister@hpcdelaware.org

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# Notice of Interest

## Kirkwood Army Reserve Center

**Homeless Planning Council of Delaware**  
*September 8, 2006*



## Program Need

The Homeless Planning Council of Delaware (HPC) was established in 1997 to collect data about the incidence of homelessness in Delaware and to plan and develop resources for its elimination. In 2005, Governor Ruth Ann Minner signed an Executive Order establishing the Delaware Interagency Council on Homelessness (DICH). This council, which consists of members from a variety of public, non-profit and private organizations, is charged with designing and implementing a Ten Year Plan to End Chronic Homelessness. The Governor's order specifies that the Homeless Planning Council be represented on the DICH. To fulfill this intention, the Governor appointed the President of the HPC to co-chair the DICH. From the beginning the Homeless Planning Council of Delaware (HPC) has been an active member of the council, contributing the data, significant staff time and capacity, as well as members to the work of the DICH.

The Homeless Planning Council of Delaware conducts Point-in-Time surveys at least twice each year, counting all of the homeless persons receiving services in shelters and other housing programs, and as many unsheltered persons as outreach efforts can locate. The most recent survey from which data is available was conducted on January 26, 2006. The results reflected those of earlier surveys conducted in January and August 2005. At each Point-in-Time, the number of unduplicated homeless persons in Delaware was counted at between 1,500 and 1,800 on the night of the survey. The HPC applied the method described in the Corporation for Supportive Housing publication *Estimating the Need: Projecting from the Point-in-Time* to its January 2006 PTTS data. Using this method, the HPC now estimates that over the course of one year, there are 6,758 homeless persons in Delaware. Of those, 73% are in New Castle County; 13% are in Kent County; and 14% are in Sussex County.

On January 26, 2006 Delaware homeless service providers served 294 chronically homeless individuals (defined as unaccompanied individuals with mental health or substance use conditions or other diagnosable disability who have been homeless for twelve consecutive months, or four times over the last three years). Chronically homeless persons accounted for 16% (294/1834) of Delaware's homeless population, above the national average.

Homelessness in Delaware is related to the high cost of housing coupled with a relatively high rate of poverty. More than 16,000 persons in Delaware earn less than 30% of the median family income. Of those, 53% pay more than 50% of their incomes for rent. Families and individuals who meet both criteria (<30% of MFI and >50% of income spent on rent) are defined as 'rent-burdened' households, at risk for homelessness. Of the 8,890 rent-burdened households in Delaware, 72% of them are in New Castle County.

The 2006 Fair Market Rent established by HUD for a one-bedroom apartment in New Castle County is \$792 per month. A person whose only income source is Supplemental Security Income (SSI) receives \$603 per month. A person whose income is from General Assistance receives \$127 per month. Most people with mental health and substance use conditions are dependent on these entitlements, and live on the margins of poverty. Safe, affordable housing in Delaware is beyond their reach financially.

The HPC and the DICH, believe that there is a need to expand the number of permanent housing options for rent-burdened persons at risk for homelessness as well as for persons who are currently homeless and those who are chronically homeless. National and state models provide a variety of programmatic options that have been successful in reducing and preventing chronic homelessness.

One model is a rental voucher assistance program. Currently, Connections CSP Inc, headquartered in Wilmington, operates three voucher programs in Delaware that serve homeless persons with mental health and substance use disorders, many of whom have been chronically homeless. These individuals have incomes below 30% of median household income and cannot afford to rent housing on-the-economy without such rent supports. Persons who have participated in the program while receiving supportive services such as medical care, case management, assistance with daily living skills, money management, and substance abuse and mental health treatment have very low rates of return to homelessness—more than 99% of them are able to maintain stable housing for more than one year with this level of support. This model is similar to an evidence-based practice used in New York City—Pathways to Housing—which has achieved similar results on a much larger scale.

The state's five housing authorities do have some vouchers available, but do not give preference to homeless individuals through their Section 8 programs. In addition, the waiting lists for these programs range from eighteen months to 5 years. The HPC and DICH want to expand the voucher model used at Connections to implement a statewide voucher program for homeless persons and those who are at risk for homelessness in an effort to end chronic homelessness in Delaware in the present, and prevent it in the future.

## Proposal

The HPC proposes that a portion of the Kirkwood Army Reserve Center be sold in a negotiated sale and that proceeds of the sale be used to generate a revenue pool to fund a rental voucher assistance program. The program does not require the use of any on-site buildings at the Kirkwood Army Reserve Center. The rental voucher assistance program will provide 1,000 vouchers to persons in need. The needed is \$4,800,000. These vouchers will be distributed at 100 per year for ten years.

### Population Served:

- Chronically Homeless Individuals
- Persons at risk for chronic homelessness including persons with mental health and substance use conditions and young adults leaving foster care, whose incomes are below 30% of median.

### Recommendation (from the DICH Ten-Year Plan)

The implementations of 1,000 rental subsidies that can provide housing for persons with substance use and mental health conditions and youth exiting foster care.

### Breakdown of Vouchers

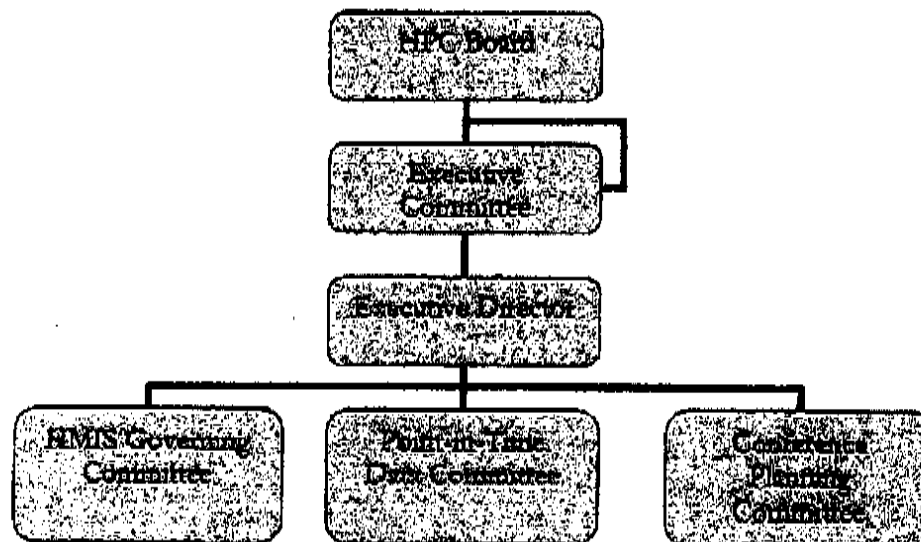
The plan calls for the implementation of 100 new vouchers per year for ten years at \$480,000 per year.

New Castle County	Kent County	Sussex County	Total # Beds	New Castle County	Kent County	Sussex County	Total # Units	# Beds Per Unit

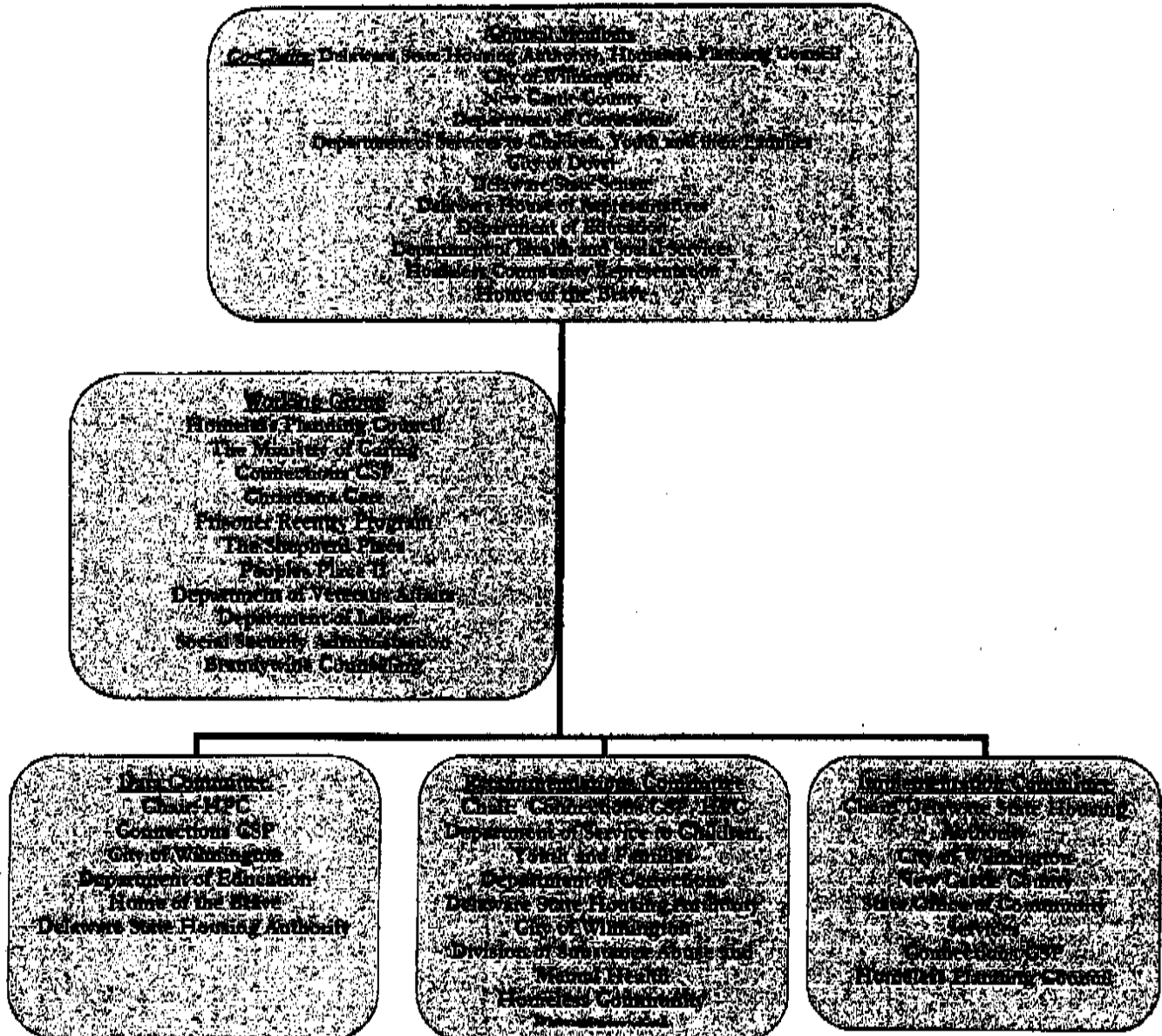
**Homeless Planning Council Partners**

- Delaware Interagency Council on Homelessness
- Connections CSP, Inc.
- Ministry of Caring
- YWCA of Delaware
- Delaware Department of Services to Children, Youth and their Families
- Delaware State Housing Authority
- West End Neighborhood House
- Gateway House
- Home of the Brave
- Social Security Administration
- Department of Education
- City of Wilmington
- New Castle County
- The Salvation Army
- Brandywine Counseling
- University of Delaware

**Homeless Planning Council of Delaware Organizational Structure:**



**Delaware Interagency Council on Homelessness Organizational Structure:**



**Agency Capacity**

Currently, Connections CSP, Inc. the Ministry of Caring, West End Neighborhood House, YWCA and Gateway House are leaders in serving the chronically homeless and those at risk for chronic homelessness across the state of Delaware, serving more than 3500 persons each year. The homeless service providers across Delaware maintain the qualifications necessary to run a rental voucher program. Currently, these providers implement a variety of programs including but not limited to permanent housing for persons with HIV/AIDS, transitional apartment living for women and children, long-term group homes for persons with mental illness and transitional housing for single men with substance abuse conditions. The supportive services that will be required to serve the rental voucher clients are already in place and being offered by the homeless service provider partners. The agencies will be running the rental voucher program/s and each brings a unique set of qualifications and past experience.

The Delaware Interagency Council on Homelessness is a collaboration of agencies, state government departments and mainstream providers with the capacity to design and implement a variety of programs (see diagram above). This body will be overseeing the implementation of the Ten Year Plan.

The Homeless Planning Council of Delaware will be charged with evaluating and measuring performance on the Ten-Year Plan, including the rental voucher program. The HPC is currently the leader of Delaware's Homeless Management Information System program and Continuum of Care system, each of which require extensive performance measurement, accountability standards and evaluation. Non-profit service providers will be running the voucher programs after the RFP process has taken place and applications accepted.

**Financial Plan**

A rental voucher assistance program uses existing rental property that is under-occupied; therefore, the development costs of the program are \$0. Supportive services for the proposed residents are already in place, and in many cases, are funded by the state agencies through federal funds, Medicaid and Delaware General Funds. The program's main cost is operations at \$4,800,000 per year. This is a rate of \$7,200 per voucher assuming 1.5 beds per unit. The \$7,200 per voucher includes costs related to rent, utilities and property management. Rental subsidies are offered to persons who have demonstrated ability to live independently, and who pay 30% of their incomes towards their rent. The difference between 30% of income and the cost of the unit is covered by the voucher.

The plan calls for the implementation of 100 new vouchers per year for ten years at \$480,000 per year.

**Breakdown of Costs**

Development	Operations	Services	Ave. Cost	Development	Operations	Services	Total

**Time**

The rental voucher assistance program would be ready to start almost immediately after the sale of the base property had been completed and revenue provided. The time between now and the actual closure of the base affords the HPC and its partners enough time to establish landlord agreements, secure other funding sources and start an application process.

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*Note: The HPC strongly supports the use of the main property of the Kirkwood Army Reserve Center as storm water retention for the local neighborhoods. Moreover, the HPC is willing to work in collaboration with other community organizations seeking use of the land in a plan that envisions success for a variety of community needs including the homeless.*



# Homeless Planning Council of Delaware

January 16, 2006

Mr. Tom McCarthy  
Delaware Redevelopment Authority  
Delaware Economic Development Office  
Carvel State Office Building  
10<sup>th</sup> Floor  
820 North French Street  
Wilmington, DE 19801

## Members of the Delaware Redevelopment Authority:

I am writing on behalf of the Homeless Planning Council of Delaware to express our concern over the procedure associated with our proposal for use of the Kirkwood Army Reserve Center.

The Homeless Planning Council of Delaware (HPC) was notified on December 4, 2006 that our Notice of Intent was not eligible for consideration due to a prevention on resale. We believe the DRA had significant opportunities prior to this date to notify and/or inform us of this reality. Moreover, the HPC believes that this statute/rule was not adequately made public prior to the due date for the Notice of Intent process and, additionally, statements to the contrary were put forward. The following list provides dates and documentation of this point of opposition.

July 18<sup>th</sup>, 2006: The July 18<sup>th</sup> meeting minutes provide no indication of there being a prevention of property resale. It is quoted in the minutes as follows, "*Bill Dunn asked if the property could just be sold outright at the determined value. Harold Miller replied that is possible as it is one of the listed conveyance options.*" The July 18<sup>th</sup> presentation documentation also lists public sale as a possible use of the property. Per federal regulations, the land can be provided/transferred to the local agency (HPC) and resale of the property for public use is an option.

August 2<sup>nd</sup>, 2006: No documentation in the minutes provides for a public notice that the rules for reuse had been changed.

Subsequently, the HPC submitted a Notice of Intent on September 8<sup>th</sup>, 2006 for review that called for resale of a portion of the property to start a homeless voucher program. For two months, no indication was provided to the HPC that the NOI was in violation. At minimum, the HPC should have been informed of this rule and asked to resubmit a



proposal. On November 29<sup>th</sup>, 2006, representatives of the HPC presented our proposal. The problem was mentioned in passing. This was the first time the HPC had been informed of this change in rules/regulations.

The HPC is asking for an explanation and documentation of this rule. Also, the HPC is asking to have the opportunity to resubmit a NOI for consideration.

Homelessness is one of the two main public benefits sought from base closure. It is essential to Delaware's homeless community that they be considered during this important process.

Sincerely,



**Cara Robinson**  
Executive Director

CC: Senator Pamela Maier



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
DELAWARE ECONOMIC DEVELOPMENT OFFICE

*Mailed 2/1  
cc: Anthony  
Kate*

January 31, 2007

Ms. Cara Robinson  
Executive Director  
Homeless Planning Council of Delaware  
100 W. 10th Street  
Suite 611  
Wilmington, DE 19801

Dear Ms. Robinson:

Thank you for your letter to the Delaware Redevelopment Authority (DRA), bringing to our attention your concerns about the DRA's consideration of the Notice of Intent (NOI) submitted by the Homeless Planning Council of Delaware (HPC). I have considered your concerns and request, and provide the following information that I hope you find helpful to clarify the situation.

In order to determine the highest and best use of the Kirkwood Army Reserve Center, based on the needs of the community (including those of the homeless and economic development), the DRA is operating under numerous federal guidelines and under the advisement of the U.S. Department of Defense (DoD) and the U.S. Department of Housing and Urban Development (HUD). Following the closure of the public outreach period, all NOIs were submitted to their corresponding federal agencies for review. No concerns were raised by the DoD or HUD at that time. Therefore, the DRA was prepared on November 29<sup>th</sup> to fully consider the HPC proposal, until the HUD representative raised the concern about the sale not being accepted by the DoD.

Sale of a BRAC property is indeed an allowable use under the BRAC regulations. However, DoD is the final decision maker about future use or tenants of the property, taking into consideration the recommendations of the DRA. After the concern by HUD was raised, we consulted further with DoD and HUD and were advised that DoD is utilizing Sections 2905 and 2906 of the Defense Base Closure and Realignment Act of

99 KINGS HIGHWAY  
DOVER, DELAWARE 19901-7305  
(302) 739-4271  
FAX: (302) 739-5749

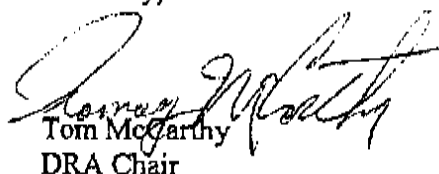
CARVEL STATE OFFICE BUILDING  
820 N. FRENCH STREET  
WILMINGTON, DELAWARE 19801-3509  
(302) 577-8477  
FAX: (302) 577-8499

Ms. Cara Robinson  
January 31, 2007  
Page 2

1990, as amended by the FY05 Authorization Act, and a DoD General Council Memorandum to preclude the approval of proposal such as that put forward by the HPC. The Act states that proceeds from a sale of a BRAC property return to the DoD unless the redevelopment authority utilizes the transfer and proceeds to support economic redevelopment. The Memorandum supports the Act by concluding that utilizing the funding as a source for homeless assistance is not authorized by law, since the property would not itself be used to provide homeless assistance. You may obtain these documents from your HUD contact.

It is unfortunate that government consultation did not operate in the most expedient manner. However, I believe that we are all fortunate that this DoD policy was raised and HPC notified as soon as possible before any additional work was completed on the proposal. Pursuant to your request, I invite the HPC to resubmit a proposal by February 28, 2007. I will share with the Members of the DRA your proposal, along with a copy of our correspondence. However, the DRA is only required by federal law to consider proposals submitted during the public outreach period. As such, the DRA may consider your new proposal, but is not required to formally address it in the reuse plan.

Sincerely,



Tom McCarthy  
DRA Chair

cc: Delaware Redevelopment Authority

## Appendix J

### Delaware Redevelopment Authority

#### Criteria for Consideration of Notices of Intent Summary of Findings

On November 29<sup>th</sup> and 30<sup>th</sup>, 2006, the Delaware Redevelopment Authority (DRA) heard presentations from six entities that submitted official Notices of Intent, pursuant to the reuse of the Kirkwood Army Reserve Center. The following is a summary of the DRA members' evaluation of each NOI, based on a set of criteria.

CRITERIA	
1.	Does the NOI support a purpose of economic redevelopment, other development or homeless assistance?
2.	Is this NOI consistent with state and local economic development and housing plans?
3.	Would this NOI adversely affect the reuse of other parcels on this property?
4.	What changes must be made (i.e., zoning, construction) in order for the site to be utilized for the proposed purpose? Are these reasonable?
5.	Does the applicant demonstrate a record of past performance and experience with similar programs, viability, and financial and administrative solvency and stability?
6.	Does the applicant provide a management and financial plan that identifies the financial resources associated with ensuring that buildings and property can be used for the proposed program?

SUMMARY OF FINDINGS						
Criteria Number	Homeless Planning Council of DE	Red Clay Consolidated School District	Delaware Department of Correction	Marshallton United Methodist Church	The Park Group	Youth Transitional Program
1	7 Members reported a benefit to the homeless. 1 Member answered no benefit.	2 Members cited either safe transportation or fiscal savings as a means to provide for economic development. 1 proposed selling to the District and utilizing funding for the homeless.	2 Members cited indirect impacts to homeless and/or economy. 4 Members cited no benefit.	5 Members cited yes to an economic benefit. 3 Members cited no benefit to homeless. 1 Member cited no benefit for either. 1 Member answered unclear.	7 Members cited yes to an economic benefit. 3 cited no benefit to homeless.	4 Members cited job creating and employment as positive economic impacts. 1 cited possible reduction in homeless. 2 Members answered no benefit.

		5 cited no benefit. 1 cited possible other development benefit. 1 noted a detrimental effect on the neighborhood					
2	3 Members cited maybe or the need to determine the ultimate use of the property. 1 Member identified their network as a benefit to planning. 3 Members cited unclear or no.	6 Members answered no or maybe. 1 saw no adverse impact on plans.	4 Members cited no consistency with plans.	4 Members answered no or unclear. 1 Member answered yes.	4 Members answered yes or possibly. 1 Member answered unknown.	2 Members answered no or probably not. 1 Member indicated need more info to judge this criteria. 1 Member is unclear about state and local plans for transitioning out of foster care.	
3	6 Members answered no. 2 cited tying the proposal to a sale.	7 Members indicated maybe or that the proposal could possibly accommodate other uses on the property. 1 specifically noted accommodating water retention. 1 cited no adverse impact.	5 Members indicated no adverse impact and/or that the proposal could possibly accommodate other uses on the property. 2 cite the concern of the presence of incarcerated persons.	7 Members indicated no adverse impact and/or that the proposal could possibly accommodate other uses on the property. 1 Member specifically noted the availability for water retention.	4 Members cited no adverse impact and the possibility of accommodating stormwater management. 1 cited a possible adverse impact, depending on the proposed new structure. 1 answered yes. 1 answered no impact.	5 Members cited the possibility of accommodating other uses. 1 specifically mentioned corrections. 4 specifically mentioned stormwater management. 1 Member specifically cited no adverse impact.	
4	2 Members answered no need to rezone. 6 determined uncertainty, due to viability of sale.	8 Members cited the probability of needing to rezone. 2 cited the probable need for building modifications. 1 noted that modifications would	2 Members cited the probability of needing to rezone. 4 answered probably no need to rezone, since only the garage is needed. 1 cited the need to	3 Members cited the probability of needing to rezone. 3 cited the probable need for building modifications. 1 answered probably no need to rezone.	2 Members cited the need to rezone. 3 Members cited uncertainty. 3 Members noted the need for extensive construction or renovations.	3 Members noted the need for extensive construction or renovations. 2 Member cited the probability of needing to rezone. 4 Members	

		be reasonable. 1 cited the need for traffic impact studies.	accommodate new security measures.	1 cited that changes should be reasonable. 1 advised waiting for building studies. 2 answered unknown or unclear.		determined uncertainty. 1 Member noted the uncertainty about the condition of the property.
5	6 Members answered yes. 1 cited their receipt of federal funds. 2 questioned the longevity of the funding. 1 answered n/a 1 said unclear – HPC has good track record, but the property would be sold.	8 Members answered yes. 1 answered no.	5 Members answered yes. 1 answered not clear.	6 Members answered yes. 1 cited a concern about the finances. 1 noted that this would be a major expansion for the sponsor. 1 answered no.	4 Members answered yes or cited past experience in aquatics programs. 3 Members cited the need for more financials and examples of successes.	5 Members noted the limited experience in this area. 1 noted no documentation to support their experience. 1 noted this as a new program, without identified funding sources.
6	2 answered yes. 4 answered n/a or no.	6 answered yes. 3 answered no or not yet.	3 Members answered yes or that a fact sheet will be provided later. 3 Members said no, but that funding certainty is not a concern. 2 Members cited as a positive this being a state agency already running a similar program.	4 Members answered no. 3 cited the need for more information.	3 Members noted only inclusion of anecdotal information. 3 Members cited the inclusion of a basic plan. 1 cited the need for more data.	6 Members answered no. 3 cited the heavy reliance on financial resources, including public conveyance, grants, donations, etc. 1 noted concern about source of funding for upgrades.

## **Appendix K**

### **Delaware Redevelopment Authority**

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#### **Meeting Minutes**

**June 5, 2006**

Carvel State Office Building  
Wilmington, Delaware

**July 18, 2006**

Delaware Technical & Community College  
Newark, Delaware

**August 2, 2006**

Kirkwood Army Reserve Center  
Wilmington, Delaware

**October 3, 2006**

Carvel State Office Building  
Wilmington, Delaware

**November 29, 2006**

Carvel State Office Building  
Wilmington, Delaware

**November 30, 2006**

Carvel State Office Building  
Wilmington, Delaware

**April 23, 2007**

Buena Vista Conference Center  
New Castle, Delaware

**July 31, 2007 – Pending Approval**

Rockwood Visitors Center  
Wilmington, Delaware

# Delaware Redevelopment Authority

## Meeting Minutes

Location: Office of the Governor  
Carvel State Office Bldg.

Date: June 5, 2006

Meeting was brought to order by the Chair, Tom McCarthy, at 11:15am. Members present included Representative Robert Gilligan, Senator David Sokola, Lt. Col. Chris Prosser, Paul Frese, Brian Cunningham, Carrie Casey, Jeffrey Bross, and General Arthur Episcopo. Guests present included Rich Puffer, Kate Finnerty, Keith Warren & Kim Hoffman. Members not in attendance included a representative from Congressman Castle's office, John Casey, Jr., and Representative Pam Maier.

Tom McCarthy welcomed everyone to the organizational meeting and explained that subsequent meetings of this group will follow all regulations and rules related to open public meetings set by the Delaware Code and the Freedom of Information Act (FOIA), including posting all notices and meeting minutes. Upon concluding the welcome and explanation of procedures, he turned the meeting to Kate Finnerty, the Director of Governor Minner's D.C. office.

### Presentation

Kate Finnerty began with a PowerPoint presentation (hard copy) entitled **Delaware Redevelopment Authority: The Major Robert Kirkwood United States Army Reserve Center**. This presentation included an overview of current status and federal requirements, including the 2005 BRAC process, the Kirkwood Army Reserve Center (ARC), the establishment of the Delaware Redevelopment Authority, Department of Defense (DoD) Activities from November 9<sup>th</sup> through May 9<sup>th</sup> and the responsibilities of the Delaware Redevelopment Authority.

In addition to the hard copy presentation, Kate Finnerty further noted that the inventory list for the ARC will be available by 6/9/06.

Senator Sokola questioned the difference between the various environmental reports, as referenced in the presentation, at which point Lt. Col. Prosser addressed his question. Lt. Col. Prosser further explained for the group his experience with environmental clean up.

Kate Finnerty noted that DoD has accepted Governor Minner's Executive Order #85 (hard copy) which establishes the DRA and DoD published this in the Federal Register 5/9/06 (hard copy). Members were then directed to their packets where they could find a copy of the public notice (hard copy) that will be published in the News Journal by 6/8/06.

Gen. Episcopo questioned who would be included as occupants of the new facility that is to be built. Lt. Col. Prosser responded that the Army Reserve and two Delaware National Guard Units would occupy the new facility.



## Discussion

Tom McCarthy asked if all those around the table had received their appointment letters from the Governor. He received an affirmative response.

Kate Finnerty then guided the group through the public notice, which includes federal requirements guiding who may submit letters of interest or intent for the reuse of the Kirkwood ARC and the announcement of a public workshop.

Carrie Casey asked if the News Journal would be the only outlet carrying the public notice.

Sen. Sokola suggested a joint letter with Rep. Gilligan be used to inform members of the community.

Rep. Gilligan requested that the Authority draft a public notice that can be used in community newspapers or as community handouts. Kate Finnerty offered to draft.

Tom McCarthy asked for those around the table to please make further suggestions as to more outlets to run the public notice such as using radio or the MillCreek Newspaper. He further explained the reason the public meeting on 7/18/06 will be held at the DelTech Stanton Campus rather than a location closer to the ARC was the inability to secure a meeting space at several other preferred locations.

Sen. Sokola questioned why no one from the Housing Authority had been invited to be a member of the DRA to which Tom McCarthy responded that he would research and provide an answer to the Senator following the meeting.

Kate Finnerty explained that the group could invite, at a later date and time, others to attend a meeting or participate with the group, such as DSHA or the HUD Wilmington Office.

Sen. Sokola suggested we ask Sandy Johnson to speak with them at some point in the future. The suggestion was noted for implementation.

Tom McCarthy asked members to coordinate with Kate Finnerty and Keith Warren and to keep ideas and suggestions in mind as we move forward. He further noted that in regard to the 7/18 meeting, we ask those who attend to provide written comments for submission in addition to any oral comments they may make.

Jeffrey Bross suggested that in addition, we also may accept written comments from those not wishing to speak publicly. The suggestion was noted for implementation.

Sen. Sokola expressed an interest in inviting DelDOT to be a part of this process and to review the ingress and egress options of the property. He then asked if any federal funding would be available for this purpose to which Kate Finnerty replied that while it's not likely, the Authority may look into that option.

Rep. Gilligan asked about the format and style of the 7/18 public meeting.

Tom McCarthy suggested the process on 7/18 be formal in regard to the intake process of public comment in order to ensure the public comments are properly entered to the record. He further noted that if anyone had any suggestions in regard to this matter to please share them. He further noted the importance of framing the structure of the

meeting and promised to share the final structure with the group prior to the 7/18 meeting.

Senator Sokola asked if the Authority would meet prior to the public workshop.

Tom McCarthy suggested that the Authority members work on their own between now and 7/18 to educate the community on the process and invite them to the workshop.

A meeting of the Authority will be scheduled following the workshop to determine next steps.

There were no other comments and the meeting was adjourned at 11:55 am.

Minutes prepared by Keith Warren.

## Delaware Redevelopment Authority

### Meeting Minutes

Location: Delaware Technical & Community College  
Stanton Campus

Date: July 18, 2006

Meeting was brought to order by the Chair, Tom McCarthy, at 6:10pm. Members present included Senator David Sokola, Lynne Howard, Tom McCarthy, Lt. Colonel Chris Prosser, Carrie Casey, Brian Cunningham, Jeffrey Bross, and General Arthur Episcopo. Staff present included Keith Warren, Kate Finnerty and Rich Puffer. Also in attendance was Jake DuPont representing Jeff Dayton of Congressman Castle's Office. Members not in attendance included John Casey, Jr., Representative Pam Maier and Representative Bob Gilligan.

Tom McCarthy welcomed everyone to the meeting and gave an overview of the Delaware Redevelopment Authority (DRA), its origin from Governor Ruth Ann Minner's Executive Order, and the responsibilities of the DRA. Tom McCarthy turned to the members and staff present for individual introductions to the audience.

Tom McCarthy asked those in the room who were residents wishing to speak this evening to please indicate by a show of hands. Three individuals expressed a desire to make public comments. He further noted that the public will have until September to make or submit additional comments.

Tom McCarthy asked the members if they all had an opportunity to review the minutes of the previous meeting. Jeffrey Bross made a motion to approve the minutes of the previous meeting and the motion was seconded by Senator David Sokola. All members were in agreement. The minutes of the 6/5/06 meeting were approved as submitted.

Tom McCarthy then moved to the third item on the agenda, *Process Overview*, and turned the meeting to Kate Finnerty.

#### Process Overview

Kate Finnerty began with a PowerPoint presentation (hard copy) entitled **Delaware Redevelopment Authority: The Major Robert Kirkwood United States Army Reserve Center.**

In addition to the hard copy presentation, Kate noted the membership list included in the packets that were made available. She further noted that we are currently in the *Conduct Outreach* stage of the process and also that the requirements for Notices of Intent are in the packets as well. Also noted was the fact the Army will not vacate the Kirkwood Army Reserve Center until the new one is constructed. As a final note, Kate stressed the important role the community plays in contributing comment to this process.

Tom McCarthy asked members of the audience how they came to hear about this evening's meeting.

Robert Grabowski replied that he came to learn of the meeting through several outlets including the Mill Creek Community News, the MLCA [civic organization], Sen. Sokola, and DelaForum [website].

A representative from the Ministry of Caring indicated a letter had been sent to them from Representative Pam Maier.

Bill Dunn indicated he had no information of the meeting until this afternoon.

Rosalind Kotz learned of the meeting through the Delaware State Housing Authority.

### Property Overview

Tom McCarthy moved to the next agenda item, *Property Overview*, and introduced Harold Miller, consultant to the 99th Regional Readiness Command, located in Coraopolis, PA. Harold is contracted through the Department of Defense and is assigned to the Kirkwood ARC. Harold began with an overview of the property specifications. The attached document provides these specifics.

General Episcopo asked of any prior uses as a firing facility on the property. Harold Miller replied that a rifle range had been removed from the property at some point in the late 1980's. He further noted that most of the utilities on the property were of the 1955 vintage and that there had been no major upgrades to them since that time.

Kate Finnerty asked about any environmental issues concerning the maintenance building.

Harold Miller replied that he did not foresee any major environmental concerns with the building. He noted the Louisville District Corps will be conducting the environmental review of the property through contractors. That review is scheduled to take place August 7-11, 2006.

Kate Finnerty replied that all the environmental review information will be posted on the DEDO website.

Jeff Bross questioned if there will be actual physical samplings done during the review, to which Harold Miller replied in the affirmative. Harold Miller further noted that upon completion of the environmental review, the report must be complete within 175 days.

Kate Finnerty asked about the remediation process in the event hazardous materials are found on the site. Harold Miller replied that extensive testing would take place, or monitoring wells would possibly be installed, or it could be excavated, cleaned and or removed. He noted again that he does not anticipate any major environmental concerns with this property.

General Episcopo questioned about the process of determining the estimated value of the property. Harold Miller replied that it is handled through the Army Corps of Engineers Real Estate Division and that typically no financial figures are released.

Bill Dunn asked if the property could just be sold outright at the determined value. Harold Miller replied that is possible as it is one of the listed conveyance options.

Tom McCarthy thanked Harold Miller and moved to the public comment portion of the meeting.

#### Public Comment

Senator Sokola began by noting that both the House and Senate, along with New Castle County Council, had all passed separate resolutions to communicate with the public the issue of this property. He then noted Councilman Tim Sheldon's presence in the audience. He further noted the reason no tour of the facility had been made available to the public as of yet was due to security concerns. He spoke of the large size of the property and its potential use for storm water management purposes. He also indicated he believes DelDOT will need to provide work on the ingress and egress of the property. Senator Sokola concluded by indicating he looks forward to further public comment and hopes for a second meeting.

Rich Puffer (on behalf of Representative Gilligan) indicated that Rep. Gilligan looks forward to finding a use for the property and noted the varied manners in which the property could be used for the community. He urged members of the community to contact his office with any ideas for a potential use.

Bob Grabowski (Vice President of the Marshallton Civic Association) noted his group's efforts at trying to redevelop this neighborhood. He listed needs of the community such as a Boys & Girls Club, library, and an expansion of the school that is currently operating at the Marshallton United Methodist Church. He then submitted a letter for the record from the Rev. Dr. Patricia Bryant Harris.

Betty Tull spoke on behalf of the Marshallton United Methodist Church and School. She indicated her desire to expand beyond the grades the school currently serves (Pre-school and kindergarten) and work toward a K-5 program. Ms. Tull indicated the property should be used for the promotion of the community children.

Bill Dunn indicated that after all the discussion this evening, he was unclear what the members of the committee each thought would be an appropriate use for the property and asked that each member give his or her thoughts or ideas.

Tom McCarthy indicated work had just begun and that it is a long process. To that end, he did not feel that he, nor any other member most likely, was at the point to make a decision on the best use.

General Episcopo noted that he had no pre-conceived ideas as to what the best use would be.

Jeffrey Bross echoed the same thought as General Episcopo.

Kate Finnerty reiterated that the process is dictated by federal law and that is why the public comment portion is at the front end of the process.

Senator Sokola indicated he has an interest in possibly using the property for storm water management as well as other uses.

Lynne Howard stated that New Castle County is ready to help in any way should the property be determined best for storm water management. However, she cautioned the county has not yet cast any ideas for the property's best use.

Tim Sheldon expressed his desire to see the property possibly divided and used for storm water management as well as for a school or library or some type of community center.

Bill Dunn commended the committee for the public input portion of this process and its intent to involve the public in this decision making process. He further asked the committee to consider sub-dividing the property to use the back portion for storm water management and the building for some type of community use, such as a school or community center. However, he and his group of civic organizations would be opposed to using any portion of the property for short-term housing, Section 8 housing, or low-income housing.

Tom McCarthy stated that no date has been set for a second meeting or a facility tour. He indicated a preference to hold the next meeting in the evening. He asked if anyone had ideas for means of communication for the next meeting please see Kate Finnerty or Keith Warren.

Senator Sokola thanked everyone for attending and asked them to please communicate through his office should they have any questions or wish to express any ideas for the property.

Tom McCarthy asked for a motion to adjourn.

Senator Sokola made a motion to adjourn the meeting.

Lynne Howard seconded the motion.

Meeting adjourned at 7:35pm

Minutes prepared by Keith Warren

# **Delaware Redevelopment Authority**

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## **Meeting Minutes**

**Location:** Kirkwood Army Reserve Center  
Newark, Delaware

**Date:** August 2, 2006

Meeting was brought to order by the Chair, Tom McCarthy, at 5:15 p.m. Members present included Representative Bob Gilligan, Representative Pam Maier, Tom McCarthy, Lt. Colonel Chris Prosser, Carrie Casey, Jeff Dayton, Jeffrey Bross, and General Arthur Episcopo. Staff present included Kate Finnerty and Janet Kilpatrick. Also in attendance was John DiEleuterio representing Brian Cunningham of Senator Biden's office. Members not in attendance included John Casey, Jr. and Senator David Sokola.

Tom McCarthy welcomed everyone to the second meeting of the Delaware Redevelopment Authority (DRA). He provided a quick overview of the DRA, including its establishment via Executive Order #85. He further stated the purpose of the meeting, focusing on the primary goal of the Department of Defense guiding attendees on a facility tour.

Tom McCarthy asked for a raise of hands of those constituents who were wishing to formally address the DRA. Two raised their hands and other indicated that they had general comments or questions, but no formal comments. He further noted a reminder that the public outreach period lasts until September 8<sup>th</sup>.

Tom McCarthy then turned to the members of the DRA for individual introductions and comments.

Tom McCarthy asked the members if they all had an opportunity to review the minutes of the previous meeting. Jeffrey Bross made a motion to approve the minutes of the previous meeting and the motion was seconded by Representative Bob Gilligan. All members were in agreement. The minutes of the 7/18/06 meeting were approved as submitted.

### **Public Comments**

Tom McCarthy opened the public comment portion of the meeting by deferring opening comments to Representative Gilligan. He further noted that today's record would be kept open during the meeting in the event Senator Sokola arrives and opts to make comments.

Representative Gilligan noted that this is a wonderful opportunity for the community because the Kirkwood ARC represents the last bit of greenspace in the area. He anticipates the possibility of requiring state funding to help reuse the property, based on the chosen reuse. Possibilities for reuse include: solving drainage problems by creating retention basins and addressing the lack of youth clubs by utilizing the property for little league or soccer. The community is interested in the future of the property, evidenced by the phone calls to him, and not just from those who live adjacent to the property.

Mr. Bill Dunn noted his interest in the future of the site. Specifically, he indicated his agreement with Rep. Gilligan's opening statement and voiced support for the following purposes: stormwater management, due to the proximity of Calf Run and Red Clay Creek and due to past flooding problems, multiple-use community development, or other recommendations that represent the interest of the greater community good. Mr. Dunn further reiterated the interest addressed at the July 18<sup>th</sup> meeting by Tim Sheldon and Marshallton Methodist Church. He voiced opposition to commercial development or any recommendation that would increase traffic in the area.

Mr. Bill Franey voiced his support for solutions that would be of benefit to the community, including: stormwater management, a community center, a library, educational use, information center (including homeless services) and recreation.

Tom McCarthy then asked the attendees to introduce themselves and make a public statement, if they wished. The communities represented included: Sherwood Park 2, Cedar Crest, New Castle County District 1, Marshallton Heights. Other attendees represented: Marshallton Church, Sunday Breakfast Mission, and the Homeless Planning Council. Most of the comments focused on flooding and environmental concerns. Specifically noted were instances of residents having to move cars twice, due to flooding, and a concern about barrels dug into the back of the property approximately 30 years ago.

Mr. Harold Miller, consultant to the 99th Regional Readiness Command and DoD contractor, addressed the concern about the barrels by explaining that the DoD will be conducting an Environmental Condition of Property Report. DoD will gather data on-site on August 11<sup>th</sup> and has 170 days to complete it. The ECP Report will detail the past use of the property and cite any environmental problem that needs remediation.

Kate Finnerty noted that all documents handed out today and the environmental study documents referenced by Mr. Miller are posted on the DEDO website.

Representative Maier requested that the attendees representing the homeless make remarks for the record to inform the DRA of the needs of the homeless in the area.

Reverend Laymon of the Sunday Breakfast Mission noted the DoD's focus on the needs of the homeless in determining redevelopment of former military sites. He further summarized the typical view of communities regarding homeless shelters and noted that if the shelter/center is organized properly, then the services are a benefit to the community. Rev. Laymon stated that this particular site would be undesirable for providing for homeless men, but it could benefit the development of homeless women and children. The site could also be beneficial as mixed use: general community development and outreach, community center, recreation, or stormwater management. Finally, Rev. Laymon summarized the work of the Sunday Breakfast Mission, including the increase in the number women and children served, as opposed to their traditional service to homeless men, an example of their services in New Jersey and Wilmington.

Tom McCarthy thanked the attendees for their comments and reiterated the importance of the public outreach process. He cited specific examples of the DRA outreach, including newspaper articles and advertisements, direct communication with the public, and the public service announcement. He reminded the group that the public outreach period will last until September 8<sup>th</sup>.



Mr. McCarthy then asked the DoD representatives to begin the facility tour. He noted that the record will be kept open until the end of the tour.

#### Public Tour

Mr. Miller began the tour by providing an overview of his role, that of the other DoD staff, and the facility. He is a consultant to the 99th Regional Readiness Command and works directly for LTC Paul Burnham, who is the Base Transition Coordinator for our region. Shirley Cleaves, Sgt. Claussen, and Sgt. Anderson will be on hand throughout the tour to answer questions about the facility. The tour will consist of the interior, including the specific work areas and their functions, and the exterior grounds. The group would be able to see for themselves the condition of the property and envision potential reuses. The DoD's goal is to turn over the property immediately when they are ready to vacate, as buildings deteriorate when vacant.

Rev. Laymon asked about the availability of the facility floorplan. The DoD handed over to the DRA the building's blueprints and Tom McCarthy noted the DRA's intent to scan the blueprints and post them on the DEDO website. Sgt. Claussen also indicated that he would email Kate Finnerty draft floorplans. They aren't to scale, but provide a view of the facility until the blueprints can be scanned and posted.

The DoD provided a full tour of the facility, allowing attendees to walk through the work spaces and see the facility infrastructure. The exterior tour focused mostly on the rear of the property, where many have envisioned a stormwater management project.

#### Closing

Tom McCarthy gathered the attendees for closing remarks. He thanked the public for attending the second meeting of the DRA and asked if there were remaining questions.

Two questions were raised about the future timeline, specifically when the next meeting would be held and when the final decision would be made. Tom McCarthy noted that the public outreach period ends on September 8<sup>th</sup> and that the DRA would need to meet following that date to consider the comments and Notices of Intent submitted. Kate Finnerty explained that two types of input are accepted until September 8<sup>th</sup> – general comments/concerns by the public in the form of a letter and official Notices of Intent by service providers or governments. Tom McCarthy and Kate Finnerty both addressed the final decision process, by explaining that the DRA will make its final recommendation to the DoD and HUD before June 8<sup>th</sup>, then the federal agencies have 60 days to make their final determination.

Kate Finnerty asked that all attendees that would like follow up emails from the DRA to make sure they provide their email address on the sign in sheet.

Tom McCarthy thanked the DoD, particularly LTC Paul Burnham, for their hospitality in providing the public meeting and tour.

The meeting was adjourned at 6:50 p.m.

Minutes prepared by Kate Finnerty

# **Delaware Redevelopment Authority**

## **Meeting Minutes**

Location: Office of the Governor  
Carvel State Office Building

Date: October 3, 2006

Meeting was brought to order by the Chair, Tom McCarthy, at 11:02 am. Members present included Brian Cunningham, Carrie Casey, Jeff Dayton, Jeffrey Bross, General Arthur Episcopo, John Casey, Jr., Lt. Colonel Chris Prosser, Senator David Sokola, and Lynne Howard. Staff present included Kate Finnerty and Keith Warren. Also in attendance was Rich Puffer representing Representative Robert Gilligan. Absent was Representative Pamela Maier.

Tom McCarthy welcomed everyone to the meeting of the Delaware Redevelopment Authority. He then asked all members to state their name and affiliation. He acknowledged the presence of Mr. Paul Oskvarek from the Department of Defense. Tom McCarthy asked if everyone had the opportunity to review the minutes of the August 2<sup>nd</sup> meeting and thanked all those in helping to set up that meeting and the subsequent tour of the Kirkwood Army Reserve Center.

Jeffrey Bross made a motion to approve the minutes as submitted. All responded in the affirmative and the minutes of the August 2<sup>nd</sup> meeting were approved.

Tom McCarthy turned the meeting to Kate Finnerty to discuss the process overview.

### **Presentation**

Kate Finnerty began with a PowerPoint presentation (hard copy) entitled **Delaware Redevelopment Authority: The Major Robert Kirkwood United States Army Reserve Center, Redevelopment Plan, Process Overview**. This presentation included DRA responsibilities and timelines, a review of the comments received, and details of the requirements for the redevelopment plan.

In addition to the hard copy presentation, Kate Finnerty further noted the outreach conducted by the DRA members to the public including: an article in the News Journal, a public service announcement, postings in local community centers, two articles and an advertisement in the Mill Creek Community News, press releases, letters from individual DRA members, emails to interested members of the public from the DRA and DSHA, and the information posted on the DEDO and Government Information Center websites. Kate Finnerty has kept a record of all community outreach conducted to date and will include the list in the redevelopment plan.

Tom McCarthy noted that the DRA has at least met all the minimum requirements required by the federal government.

Senator Sokola mentioned that he feels the DRA has gone further than the required level of outreach, meeting the spirit of the law.

Jeffrey Bross noted the accessibility of the information available via the website.

Kate Finnerty noted that all minutes are posted and are available on the website, as are floor plans and any additional documents relating to the facility.

Kate Finnerty outlined the path forward for members regarding the process for making a determination as to the best use for the property. Steps include summarizing the potential uses as submitted by members of the public and interested stakeholders, setting a list of criteria for consideration, including both economic development as well as homeless needs for the surrounding area, making a final recommendation for the property, and providing for additional public comment. Kate further noted the DRA must define what it believes to be the best use. Kate also noted that a recommendation for homeless use will allow the DRA to decide which entity receives the title to the property. However, any other recommendation that is not homeless related will allow the Federal Government to determine who receives the title.

General Episcopo asked if the amount of public feedback, including letters with suggestions, was a normal or realistic number.

Paul Oskvarek replied that this property has generated more interest from the public due to the extensive level of public outreach by the DRA.

Jeffrey Bross indicated his understanding that the DRA is not bound by the suggestions submitted during the public outreach period.

Kate Finnerty agreed that the DRA may make a recommendation of its own, not based on any of the Notices of Intent received during the public outreach period.

Kate Finnerty submitted to the group an example of a previous recommendation completed by another Local Redevelopment Authority in 1996. The "Collier Report" was passed around the table for the members to review.

Kate Finnerty, Senator Sokola and Jeffrey Bross all noted the simplicity of the report and Senator Sokola further noted the absence of an environmental component.

Kate Finnerty indicated that the 2005 BRAC round is following a different set of federal guidelines than the 1996 round, which probably accounts for the difference.

Lt. Col. Prosser remarked the DRA must take a good look at any final facility or environmental studies completed and examine the truthfulness of those reports in order to determine if any further studies will be required.

Tom McCarthy asked if there was any value in issuing a prompt to the Army Corps of Engineers that would help to speed up the process.

Paul Oskvarek indicated they could if they desired, but that the study will be complete when it is complete, indicating the prompt would probably not make a difference.

John Casey asked if the Philadelphia Corps were performing the study.

Jeffrey Bross indicated he believed it was the Louisville Corps.

Paul Oskvarek noted the 270 day timeframe is a guide for the service to make a determination on remediation, but that is not a hard timeline, and may be a bit shorter or longer in length.

Lt. Col. Prosser noted the budgeted funding for the new Army Reserve Center is in the Fiscal '09 budget, and that it should be approximately 18 months from calendar year 2009 when the new facility is completed and the existing facility vacated.

Kate Finnerty commented that she made it clear to those who inquired with the DRA that the facility would not actually become available until approximately 2010 or 2011.

Tom McCarthy thanked Kate Finnerty for her presentation and introduced Paul Oskvarek again to discuss what resources are available from the Department of Defense to assist the DRA.

### **Federal Resources Available**

Paul Oskvarek explained he is from the Office of Economic Adjustment, which is an office within the Department of Defense. He went on to explain that his mission is to work with communities impacted by DoD activities and ensure those communities are resourced with the proper information and funding to respond appropriately to the changes within their jurisdictions. He passed out information entitled "Responding to Change" and indicated it is also available on the web.

Paul Oskvarek noted that planning money is available to the DRA and that grant money is awarded based on need. He further noted that his office will work with the DRA to determine eligibility and need of funding.

### **Discussion**

Carrie Casey asked if money was available on an on-going basis throughout this process.

Paul Oskvarek indicated that money is available only during the planning phase and that it stops completely at the implementation of any type of redevelopment initiative.

Jeffrey Bross asked if an economic development benefit was present, where would the proceeds go.

Paul Oskvarek indicated any funding obtained as a result of an economic development benefit would go to the Army.

Jeffrey Bross asked how quickly the DRA could obtain the funding if the DRA requested a study be conducted.

Paul Oskvarek indicated that if the DRA qualified with the need for the resources, they could most likely have the funding to proceed within one to two months.

Tom McCarthy asked Paul Oskvarek if he was familiar enough to advise the group what they should do at a minimum to proceed.

Paul Oskvarek indicated he had not seen the actual site yet and was unable to do so.

Lt. Col. Prosser indicated a desire to use a consultant to study the feasibility and cost associated with the facility in order to know what portion(s) of the structure will be usable.

Jeffrey Bross questioned whether the facility and site could be used for dual purposes including a public use as well as a portion designated as a for-profit use.

Kate Finnerty noted that HUD would accept purchase with money diverted toward homeless vouchers. This concept was proposed in an NOI.

Paul Oskvarek acknowledged Kate's comment, but indicated the Army would most likely not accept such a use.

Brian Cunningham questioned the need for a cost assessment for each of the proposed ideas for future use.

Lt. Col. Prosser indicated he believed the need does exist for such cost studies.

Lynne Howard asked how long each study would take to complete.

Jeffrey Bross noted that 90 – 130 days would not be unlikely to undertake such studies.

Tom McCarthy noted the time of 12:00pm and indicated those who need to leave at this time should do so and that the meeting would take no longer than 15 additional minutes.

Tom McCarthy asked Paul Oskvarek to walk the group through the process of reimbursements for studies.

Paul Oskvarek indicated DoD's preference to provide grant money up front. He indicated they can reimburse, but that is not their preferred method. He further noted his office has a procedure, or invitation, to apply for grants and to help determine the need for such funding. He also noted that once the DRA officially applies for grant money, they will have already determined the need and the funding amount prior to the application process. The grant is a 90/10 federal/local match.

Lt. Col. Prosser indicated the DRA could work together with state agencies to complete a facility assessment.

Tom McCarthy referenced the group to page 22 of the booklet "Responding to Change" indicating an overview on studies the DRA could utilize for the facility and asked the members to please take a look at it.

Lynne Howard noted New Castle County's current position with its libraries and asked the members to keep that in mind as they proceed. She noted several requests received during the public comment period suggested library use for the facility.

Lt. Col. Prosser mentioned the storm water retention issue in the area the facility is located and urged remediation of this issue sooner rather than later. He indicated they could possibly move forward with this issue now and progress could begin down this path in two years possibly.

Lynne Howard mentioned the need to figure out an overall plan for the site first and then decide what portion may be used for storm water management.

Jeffrey Bross asked the date of the next meeting.

General Episcopo asked when it would be decided what type of study to undertake.

He then suggested Tom McCarthy and Kate Finnerty meet with the DoD to discuss potential ideas and a path forward and then make a recommendation to the members of the DRA.

Jeffrey Bross seconded the motion and all agreed.

Tom McCarthy adjourned the meeting at 12:20pm

Meeting Minutes prepared by Keith Warren

# **Delaware Redevelopment Authority**

## **Meeting Minutes**

**Location:** Delaware Economic Development Office  
Carvel State Office Building

**Date:** November 29, 2006

Meeting was brought to order by the Chair, Tom McCarthy, at 2:15pm. Members present included Brian Cunningham, Lt. Col. Christopher Prosser, Jeff Dayton, Lynne Howard, Brian Bushweller, Senator David Sokola, Representative Pam Maier, John Casey, General Episcopo and Jeffrey Bross. Also in attendance were Kate Finnerty, Keith Warren, and Jerry Grant, who was representing Rep. Robert Gilligan. Members not in attendance include Rep. Robert Gilligan.

Tom McCarthy welcomed everyone in the room to the meeting and explained the purpose of this meeting is to hear from those groups who submitted a Notice of Intent (NOI). Those present in the room then individually introduced themselves and Tom McCarthy asked all present to make sure they sign the attendance sheet. Tom McCarthy then expressed the desire of the group to finish with all presentations this afternoon and again at the next meeting the following morning.

Kate Finnerty asked if the members all had an opportunity to review the minutes from the previous meeting. She asked those who did not to please take a minute now and review them.

Jeffrey Bross made a motion to approve the minutes as submitted.

Jeff Dayton seconded the motion to approve the minutes.

All members agreed and the minutes were approved.

Tom McCarthy read a prepared statement as follows: The Authority is gathered to hear presentations from those entities that submitted a Notice of Intent relating to the Kirkwood Army Reserve. The DoD has put forth eligibility requirements for those seeking to submit notices of interest. The Authority published these requirements earlier this year before and during a dedicated 3 month period for the receipt of notices. In all, seven Notices of Intent were received. The Authority is required to consider these notices of interest in preparation of the base development plan. That brings us to today's meeting. I should add that today's meeting is not required by the DoD. We are holding this meeting for the same reason we held the other non-required public hearings – to foster an awareness of options, to maximize public participation, to keep the community and homeless service providers involved, and to meet or exceed the standard put forth by the DoD. I wish to recognize and thank the Authority members who have left their businesses and work to be here.

Tom McCarthy then moved to Kate Finnerty to discuss the criteria consideration of each NOI.

Kate Finnerty briefly ran through each of the six listed criteria to be used in considering the NOI's. The criteria are all pieces of information that the DoD and HUD

have indicated that the DRA must include in the Reuse Plan. She then asked if any member had a suggestion for any additional criteria to be considered.

Tom McCarthy asked members to take a moment and think about the criteria and prepare to take a vote on approving this list. (hard copy)

Pam Maier questioned the criteria relating to the "homeless impact".

Kate Finnerty responded that the listed criteria were taken directly from Federal documents.

Tom McCarthy asked for any additional discussion.

Lynne Howard made a motion to approve the listed criteria for considering each of the NOI's.

Dave Sokola seconded the motion for approval of the listed criteria.

All members agreed and the criteria list was approved and adopted.

Kate Finnerty then reviewed the instructions for the criteria packets with the members. She then moved to an explanation of the funding formula explaining the process of applying to DoD for planning money and the 10% State match. Kate indicated the requirement to move through the State's Clearinghouse process which is scheduled for January of 2007. Kate then reminded the group of the Governor's Executive Order that requires a progress report be submitted by the DRA no later than May 1, 2007. She further noted that the plan for the property is due to DoD and HUD by June 8, 2007. Kate will keep the group informed and up to date as they move forward.

Tom McCarthy then welcomed those groups who submitted NOI's to give their presentations.

The first presentation was given by the Homeless Planning Council of Delaware. The group was represented by Cara Robinson, Executive Director, and Cathy McKay. (Hard Copy)

Upon completion of this presentation, Tom McCarthy asked the members if there were any questions for the presenters.

Jeffrey Bross asked if the Homeless Planning Council would need a minimum dollar figure to carry out the plan they proposed.

Cathy McKay indicated they have no minimum dollar figure in mind.

Jeffrey Bross then asked if they had a maximum dollar figure in mind.

Cathy McKay responded that they do not, and that the group understands the economic realities and that this property would not be an ideal location for a huge homeless shelter, but that the revenues from the property would be beneficial to their mission.

Brian Cunningham noted he believes it would be unacceptable for the DRA to direct any money from the sale of the property, or a portion thereof, to a particular group because any proceeds would be directed to the Federal Government.

General Episcopo indicated he believed Brian Cunningham's assessment is correct.

Tom McCarthy noted they would confirm the notion concerning any money generated from the property.

Nadab Bynum of the HUD Philadelphia office noted that he will research this and get back to the group with an answer.

Pam Maier then questioned if the money could come back to the DRA from the Federal Government.

Cathy McKay then relayed to the group that back in 1996 they lost funding due to a poor planning process, which is the reason they now have a successful planning process that continues throughout the year. She indicated that their voucher projects are easier because there are no bricks or mortar involved and those clients they serve are already receiving state services which include Medicaid.

General Episcopo asked if the Homeless Planning Council has ever received funding from a group such as this before.

Cathy McKay indicated they had not received this type of funding prior.

Tom McCarthy indicated the group would now take a 10 minute break before hearing from the next group.

Tom McCarthy reconvened the meeting at 3:05pm and turned to the next group of presenters, the Red Clay Consolidated School District. Those in attendance representing this group included Pati Nash, George Middleton, Ruth LaJoie, Diane Dunmon and Brett Taylor.  
(Hard Copy)

General Episcopo asked if their motivation for acquiring this property was cost savings.

Pati Nash indicated that cost savings were only a portion of their motivation, and that they are looking for a more efficient location due to the current effort required to move the buses everytime there is inclement weather or a threatening forecast.

General Episcopo asked if they had given any consideration to the sensitivity of the neighbors next to the Army Reserve Center given that nearly 60 buses would depart and arrive at this location twice a day.

Pati Nash indicated the Red Clay School District would be more than happy and willing to speak with the surrounding members of the community in addressing their concerns.

Jeff Dayton asked if the Red Clay School District were to acquire this property, would they likely increase the number of school owned buses.

George Middleton indicated they would not seek to increase the number of school-owned buses as it would be cost prohibitive and the extra space would be needed for employee parking.

John Casey asked if they would be willing to coexist on the property with another entity.

Jeffrey Bross asked if they could subsist with only 4 acres or less.

Brett Taylor responded that an engineer has reviewed their situation and yes, they could subsist with that amount of property.

Jeffrey Bross asked if they would require all the buildings currently on the site.

Pati Nash indicated they would.

Jeffrey Bross asked if they would be willing to pay to use the site by reimbursing the Federal Government.



Pati Nash indicated they would be willing to have that discussion.

Jeffrey Bross asked if the use of this property would result in fuel savings.

Pati Nash responded that they were not definite on that matter, but this property would prove safer in terms of the time it takes the buses to reach the schools.

Jeffrey Bross asked if they were willing to lease this property.

Pati Nash indicated they were agreeable to discussions of any options for potential uses of the property.

Tom McCarthy asked for a minimum number of employees that would be on-site.

Pati Nash responded with a maximum of 15 employees.

Pam Maier noted the DRA is possibly looking for co-tenants due to the large size of the property.

Brett Taylor noted that a completed study indicates they would need 10,000 square feet.

Pam Maier asked if we had the figures or sizes of the buildings currently at the Army Reserve Center.

Kate Finnerty noted there are approximately 30,000 total square feet and that all this pertinent information is available on the web.

Jeffrey Bross asked about any special zoning for the property.

Kate Finnerty noted that Karl Kalbacher has the tax parcel information.

Tom McCarthy asked if there were anymore questions for this group.

Kate Finnerty then proposed the members take their marked sheets home with them, she will send them clean criteria sheets, and they should mark the new ones and return to her within a week.

Tom McCarthy noted tomorrow's meeting at 9am and reviewed the four groups that will be giving presentations.

Pam Maier asked about Tim Sheldon's proposal.

Lynne Howard said she believes that Councilman Sheldon's primary concern was that the property not be used for a homeless shelter.

Tom McCarthy asked the members for any new business to be taken up.

Jeff Dayton asked if Councilman Sheldon submitted any formal proposal.

Tom McCarthy then asked Kate Finnerty to explain the difference between the public comment and the Notice of Intent for the members.

Kate Finnerty then explained the difference and why Councilman Sheldon's letter is not an official NOI.

General Episcopo noted that someone should clarify with the Councilman his intent and make sure he understands the difference.

Tom McCarthy noted the Councilman was here earlier, heard the presentation and discussion, and then chose to leave.

Lynne Howard indicated that she would have that conversation with Councilman Sheldon.

Tom McCarthy noted an additional letter with a proposal from Brigadier General Ernest G. Talbert and made copies available to the members for their consideration.

Pam Maier asked if this proposal met the deadline for all submissions.

Tom McCarthy noted he was only circulating it today, and that members would discuss what to do with it tomorrow.

Jeffrey Bross noted the members do have the option of simply forgetting this proposal since it was not submitted prior to the deadline.

Tom McCarthy noted he was only honoring the request and the work which has been completed with the knowledge this proposal from General Talbert may not go forward.

Pam Maier asked if General Talbert was aware of the deadline.

Lynne Howard referred Pam Maier to the cover letter.

Tom McCarthy noted a required motion to adjourn the meeting.

Pam Maier gave a motion to adjourn

Jeffrey Bross seconded the motion.

There were no additional comments and the meeting was adjourned at 3:46 p.m.

Minutes prepared by Keith Warren.

# **Delaware Redevelopment Authority**

## **Meeting Minutes**

Location: Delaware Economic Development Office  
Carvel State Office Building

Date: November 30, 2006

Meeting was brought to order by the Chair, Tom McCarthy, at 9:20am. Members present included Brian Cunningham, Lynne Howard, Representative Pam Maier, Lt. Col. Christopher Prosser, Senator David Sokola, and General Episcopo. Also in attendance were Keith Warren, Kate Finnerty, and Rich Puffer. Members not in attendance include Jeff Dayton, Brian Bushweller, John Casey, Jeffrey Bross, and Representative Robert Gilligan.

Tom McCarthy welcomed everyone in the room and asked all those in attendance to please introduce themselves. He then turned to Mr. Nadab Bynum of the HUD Philadelphia office.

Mr. Bynum explained to the DRA members that he was able to confirm yesterday that any money generated from a potential sale of the property in question would go directly to the DoD.

Lynne Howard raised the question about how the property is zoned.

Karl Kalbacher responded that the property is currently zoned "ST", a residential zoning district. He then passed out to those in the room a handout with the allowable uses for the property. He noted that under its current zoning, a bus depot, as proposed by the Red Clay School District, would not be allowed.

Tom McCarthy questioned what would have to happen in order for the Red Clay School District to use the property as they had proposed.

Karl Kalbacher responded that the New Castle County Council would have to rezone the property.

Pam Maier questioned how we would inform the groups as to the status of their submitted NOI's.

Tom McCarthy responded that he and Kate Finnerty would take care of notifying the groups.

Tom McCarthy reminded members of the letter he circulated yesterday from Gen. Talbert and noted that the General has requested no further action be taken on his submitted proposal and letter.

Tom McCarthy then reread his opening remarks from the previous day's meeting.  
(Hard Copy submitted)

Tom McCarthy then turned to the first presenter of the morning, Mr. Dale Dixon, Correctional Fleet Manager with the Department of Correction.  
(Hard Copy presentation)

Upon completion of the presentation, Lynne Howard asked for what state agency are Mr. Dixon's employees preparing Fleet vehicles.

Dale Dixon replied that Prison Industries prepares and maintains Fleet vehicles for all the state agencies.

Pam Maier asked how many vehicles they maintain.

Dale Dixon replied that they maintain approximately one third of the 1800 – 2000 vehicles in the State's fleet. He noted that they daily process about 6 -7 vehicles, but that their target is to increase that number by doubling the amount they process daily.

Tom McCarthy noted that he is familiar with Prison Industries and especially their work with furniture. He asked with what other areas Prison Industries works.

Dale Dixon replied they could do more with more space such as the Army Reserve Center such as diagnostic work, repairs, and overhauling.

Karl Kalbacher asked what the cost would be to retrofit the facility.

Dale Dixon replied the facility is fine for them in its current state.

Brian Cunningham asked if they would need administrative space.

Dale Dixon replied no.

Pam Maier expressed concern with offenders going off site.

Dale Dixon replied that has never been a concern because in his time he has never had an offender leave or walk away. He noted those in Prison Industries that would be working at this site are only those serving short term sentences for misdemeanors.

Lynne Howard asked if his division was simply housed at the Ferris Facility, or actually part of that facility.

Dale Dixon noted that Lynne Howard was correct, his division is simply located at Ferris and is not part of that organization.

Senator Sokola expressed the likelihood of community concern with this type of use and questioned the use of electronic surveillance.

Dale Dixon noted he would be open to exploring that option.

Tom McCarthy asked Mr. Dixon to prepare a fact sheet for the group on his presentation.

Gen. Episcopo asked Mr. Dixon to consider the security for the citizens surrounding the facility.

Tom McCarthy moved to the next presentation by the Marshallton United Methodist Church and introduced the Rev. Dr. Patricia Bryant Harris.

Rev. Dr. Patricia Bryant Harris also introduced those with her who included Betty Tull and Sharon Brackin.

(Hard Copy Presentation)

General Episcopo asked if the school would want total occupancy of the facility.

Rev. Dr. Harris responded they are open to negotiate that point.

Lynne Howard asked about the current enrollment numbers for the school.

Rev. Dr. Harris indicated 60.

Lynne Howard asked what their goal for enrollment is.

Rev. Dr. Harris indicated 200.

General Episcopo inquired if the group has access to funding for the proper renovations to the site.

Rev. Dr. Harris indicated they have already begun searching for the money.

General Episcopo asked if the school would be limited to solely those of this particular religion.

Rev. Dr. Harris responded that children of all faiths would be welcome.

Pam Maier noted that the State cannot charter schools that are religion oriented. She then asked if the facility is handicapped accessible.

Lt. Col. Prosser indicated the law would force ADA compliance. He then asked how many new jobs would be expected with this school.

Rev. Dr. Harris indicated 50 – 75 new jobs could be expected.

Lt. Col. Prosser asked if they would be willing to share the facility.

Rev. Dr. Harris said they would be willing to share the facility and that their only concern is for the safety and security of the children.

Tom McCarthy noted the need for the report by the site consultant with projected costs and improvements.

General Episcopo thanked the group, noting it was a great presentation.

Tom McCarthy turned to Nadab Bynum of HUD.

Nadab Bynum noted that he had to leave at this point, but wanted to compliment the group on the method of this process and appreciates the manner and exchange of ideas. He further noted that he looks forward to seeing the final application and to please let him know if there is anything he can do to provide any further assistance.

Tom McCarthy moved to the next presentation by the Park Group.

Dave Park of the Park Group introduced himself and his partner, Mike Ramone, and began their presentation.

(Hard Copy Presentation)

Upon completion of this presentation, Dave Park noted for the DRA that his group does not need the entire site and would be open to a multiple use site. He further noted that his group would only require approximately 5 acres and they would expect to pay full market value to obtain the property.

Dave Park then asked what the next steps should be for his group so that they know how to proceed.

Tom McCarthy described the services of the consultant and that the report should be completed near the end of March 2007.

General Episcopo asked if they would require the use of all the buildings.

Dave Park replied that in essence yes, they would need all the buildings due to the size of the proposed aquatic center, but that the current garage would need to be demolished.

Mike Ramone noted that they would be able to determine more precisely their needs and plans for the site once the architectural design is complete. He further

explained how an aquatics environment is much needed in this area and that the proposed fitness center was added to the plan as the profit driver.

Lynne Howard noted the lack of market research or viability study for this type of proposed facility in their presentation.

Mike Ramone indicated they do have such research that indicates the need in New Castle County, specifically in the areas of Middletown, Prices Corner, and Route 202.

Kate Finnerty reviewed the timeline benchmarks for the Park Group and specifically noted that any proceeds from the sale of the property, which would be fair market value, would go to the DoD.

Mike Ramone asked if leasing the property was an option.

Kate Finnerty indicated leasing the property was not an option, only total acquisition.

Karl Kalbacher raised the issue of viability for the Park Group and indicated they must consider the viability of the site and several other issues including but not limited to inadequate parking capacity, transportation capacity, and the need for a traffic impact study to be assessed due to the increased traffic that would result.

Mike Ramone indicated that they would be looking to the DRA for guidance as to the next steps forward and what they need to do in order to make their proposal work.

Karl Kalbacher indicated the Park Group should contact New Castle County to begin a conversation with them and understand what they need to do to make this proposal workable.

Tom McCarthy noted the time and the need to conclude the proposal by the Park Group.

Dave Sokola asked if this proposal would fall into the high or low density category.

Karl Kalbacher directed them to speak with Dave Culver.

Tom McCarthy welcomed the final presentation by Bruce Fisher and Kathy Fisher of Fisher Transitional Services.

Bruce Fisher introduced himself and his wife and explained that their proposal is for a youth transitional program.

(Hard Copy Presentation)

Pam Maier, following the presentation, asked if they were a 501(C) 3.

Bruce Fisher indicated they will be soon.

Lynne Howard asked how much of the site they would require.

Bruce Fisher replied that they could use every square inch of the current facility.

Tom McCarthy asked what their previous status was.

Bruce Fisher indicated he is under the Juvenile Probation Office and they get support through the Department of Services for Children, Youth and Families, which are all donated.

Tom McCarthy asked if they had toured the building.

Bruce Fisher replied they had not toured the facility or building yet.

Kathy Fisher indicated they had only seen the list of what is at the site. She further noted that they can set up all different types of programs at this facility.

Bruce Fisher indicated they would be looking to form community partnerships. He noted how groups such as Del Tech have given them a scholarship to award in the past.

Karl Kalbacher noted they would need to create and submit some type of business plan.

Pam Maier asked if they would keep their state jobs and run Fisher Transitional Services.

Kathy Fisher indicated their goal is to get this program and facility up and running and then resign their current state jobs. She further explained how they can not obtain state contracts from agencies with which they are employed.

Tom McCarthy asked if they had checked the DEDO website and urged them to do so and get all the information they need in order to moved forward. He also asked they get any additional information to Kate Finnerty by the end of December.

Lt. Col. Prosser asked how many jobs they anticipated would be created.

Kathy Fisher indicated the potential for quite a few.

Bruce Fisher also noted that they would be relying on the use of interns as well.

Tom McCarthy thanked the Fishers for their presentation and asked the group for any new business.

Tom McCarthy explained the next steps for the DRA. He began with explaining that the consultant will look at the building and the grounds and will give an overall assessment of the property as a whole. He asked that if anyone had a requirement they would like to be included in the RFP to please see Kate Finnerty. He noted the RFP should be issued in January.

General Episcopo asked for a review of the purpose of the criteria checklist.

Kate Finnerty responded that the group must show in their Redevelopment Plan how it came to a decision or conclusion.

Tom McCarthy adjourned the meeting at 11:55am.

Meeting Minutes prepared by Keith Warren.

**Delaware Redevelopment Authority**  
Meeting Minutes

Location: Buena Vista Conference Center

Date: April 23, 2007

Meeting was brought to order by the Chair, Tom McCarthy, at 10:10am. Members present included Brian Cunningham, Lynne Howard, Lt. Col. Christopher Prosser, John Casey, Larry Windley and Jeffrey Bross. Staff supporting the DRA in attendance were Keith Warren, Kate Finnerty, Rich Puffer, Janet Kilpatrick, Mark DeVore, Elio Battista and Karl Kalbacher. Members not in attendance include Jeff Dayton, General Arthur Episcopo, Representative Robert Gilligan, Representative Pamela Maier and Senator David Sokola.

Tom McCarthy began by asking all those in attendance to introduce themselves. He then noted that in the interest of time this morning, the meeting needed to move efficiently and that the meeting minutes would be posted once approved.

Kate Finnerty noted the minutes of the previous meetings were included in their packets and asked members to please take a moment to review them.

Lynne Howard made a motion for the minutes to be approved as submitted.

Janet Kilpatrick seconded the motion.

All responded in the affirmative and the meeting minutes from 11/29/06 & 11/30/06 were approved.

Tom McCarthy moved to the report of the Special Advisory Committee and began with a prepared statement as follows:

1) As you are aware, the Director of DEDO appointed an ad hoc selection committee (the "Selection Committee") charged with the responsibility of reviewing engineering/consulting proposals related to the Kirkwood Army Reserve Center (the "Reserve Center") and submitting recommendations for selection to DRA for approval. The members of the Committee consisted of Kate Finnerty of the Office of Governor Minner, Mark DeVore, Chief Engineer for the Office of Management and Budget and Tom McCarthy COO for DEDO;

2) In accordance with the State's procurement laws for professional services for engineers, 29 Del C. §§ 6981 – 6982 (a) (the "Procurement Laws"), the Selection Committee prepared and published a public notice (the "RFP") soliciting letters of interest from engineering firms for professional engineering and consulting services to assist in creating a plan for reuse of the Reserve Center;



- 3) The Selection Committee then received several proposals from various engineering and consulting firms;
- 4) Pursuant to the open meeting requirements contained in the State's FOIA law 29 Del. C. §§ 10001 - 10005, the Selection Committee then prepared and published a "Public Meeting Notice" identifying the Selection Committee and announcing that a meeting would be conducted at DEDO's offices to review the received proposals;
- 5) On April 19th an open meeting of the Selection Committee was properly convened, and minutes recorded, with all members of the Selection Committee present along with John McDaniel and Elio Battista from DOJ. To assist in its review and deliberations and to comply with the Procurement Laws, the Selection Committee prepared scoring sheets listing the criteria, along with assigned point values, to be considered in ranking the various firms who submitted proposals. Pursuant to the Procurement Laws, the criterion used in the scoring sheets was also contained in the RFP. During the meeting the Selection Committee reviewed the proposals and conducted deliberations; and
- 6) Upon conclusion of its deliberations, the Selection Committee ranked Weymouth Architects and Planners as its first choice and submits its recommendation to DRA for approval.

Tom McCarthy indicated this recommendation was ready to be presented to the full DRA membership pending any further discussion or questions.

Lynne Howard asked how many proposals were received.

Tom McCarthy indicated there were four proposals received.

Lt. Col. Chris Prosser made a motion to adopt this recommendation.

John Casey seconded this motion.

Jeffrey Bross indicated he would abstain from voting.

All responded in the affirmative.

Tom McCarthy introduced Mark DeVore of the Office of Management and Budget (OMB) to explain the next steps for the group.

Mark DeVore indicated that a letter to the selected firm would be issued. They would then proceed with negotiations and the scope of work to be performed. Once all that occurs, OMB would receive the contract, and approve it, or reject it, and move to the second ranked firm and begin the same process.

Karl Kalbacher asked if the scope of work was tied only to the building.

Mark DeVore replied that it was not, and the scope would include the site as well as any community concerns or issues.

Karl Kalbacher asked about any supposed underground storage tanks at the site.

Tom McCarthy indicated they anticipate an environmental aspect to be included as well and further noted they have no environmental study from the DoD.

Jeffrey Bross asked when they can expect to receive the study.

Kate Finnerty replied they should have received it in February initially and that the concern has been recognized for the possibility of underground storage drums and they have not received a timeline yet from Lt. Col. Paul Burnham.

Tom McCarthy then moved to the next agenda item and recalled for the group the two days of hearings that took place the prior November where presentations were given by those who submitted NOI's. He then turned again to Kate Finnerty.

Kate Finnerty noted the matrix included in everyone's packet. She further noted that the DRA received seven NOI's of which six responded to make a presentation. Kate Finnerty also went on to give a brief summary of the findings included in those presentations.

Kate Finnerty explained the requirements which must be considered in reviewing the NOI's and stressed that the Department of the Army along with HUD will have the final authority in determining the use of the property. She also noted that the Redevelopment Plan must show how the DRA considered each criteria and accounted for the homeless and surrounding community concerns.

Lynne Howard suggested communication be sent to those parties who submitted NOI's and made presentations with respect to the status of this process.

Kate Finnerty responded that she will draft a letter to each thanking them for presenting to the DRA and explaining that a decision will be made in due time.

Tom McCarthy suggested individuals may also learn the status of this project by reviewing the meeting minutes as they are posted on the web.

Kate Finnerty relayed that the Homeless Planning Council of Delaware earlier asked to resubmit a proposal. Tom McCarthy gave them one month to resubmit another proposal to the DRA, and they did not do so. No further communication has been received from the Homeless Planning Council.

Tom McCarthy moved to the "Required Next Steps".

Kate Finnerty explained that E.O. #85 requires the DRA to complete a status report to the Governor and General Assembly no later than May 1, 2007. A draft letter that would fulfill this requirement has been included in the packet and notes how the DRA has met or is meeting all Federal and State guidelines and statutes as well as the required community outreach.

Jeffrey Bross asked if a completion timeframe could be included in the letter.

Kate Finnerty mentioned the original completion date of June 8, 2007 and that the DRA may request an extension.

Tom McCarthy proposed the end of September of 2007 to be the new completion date.

Kate Finnerty noted there should be two more meetings of the full DRA to complete this process.

John Casey mentioned considering a date beyond September to ensure the DRA has sufficient time to complete its mission.

Tom McCarthy expressed his desire to set the end of September as the new date and urged the members to work diligently and push forward.

Lt. Col. Prosser asked about the status of the Funding of Sustainability of Transfer (FOST). He further noted that the DRA should be allowed 60 days following receipt of the FOST to consider final recommendations. He recommended that the extension letter

include a caveat that ties our final due date for the Redevelopment Plan to the receipt of the FOST.

Kate Finnerty noted that the extension request was drafted to include the lack of receipt of the Environmental Condition of Property (ECP) report, and the need for adequate time to follow state procurement laws.

Jeffrey Bross asked about the inclusion of both documents.

Kate Finnerty explained the federal guidelines indicate an extension may be requested if it is of benefit to the community.

Mark DeVore noted the scope of the project is not an extensive investigation and that without the environmental report, they would be proceeding blindly.

Kate Finnerty clarified the intent of the group to include the mention of an end cap or completion date in the letter since work is beginning to fall behind.

Tom McCarthy indicated the group would aim toward a date specific, but they would also note the assumptions making the date conditional.

Tom McCarthy asked if there was any new business from any members.

Kate Finnerty noted a letter received by Tom McCarthy that will be submitted for the minutes. (Hard Copy) The letter, from the Acting Deputy Assistant Secretary of the Army, indicated that "public sales, Military Construction exchanges, and, on a case-by-case basis, negotiated sales are the preferred and expected methods to obtain fair market value for BRAC 2005 Reserve Center surplus properties."

Kate Finnerty added that in the status update letter to be sent to those who submitted NOI's, she will notify them that any entity interested in the property, consistent with the recommendations set forth in the DRA's Redevelopment Plan, will have to apply to the federal government.

Jeffrey Bross asked about the tax status of each NOI, specifically noting if any were tax exempt.

Karl Kalbacher indicated that New Castle County could locate and provide that information.

Tom McCarthy asked for any closing comments.

Janet Kilpatrick asked who will be conducting the appraisal of the property to determine the fair market value.

Kate Finnerty replied the DoD will conduct the appraisal and the final figure will not be released to the DRA. Only the purchasing party will know the appraised value of the property.

Tom McCarthy noted the next meeting is likely to be scheduled in mid July.

Lynne Howard made a motion to adjourn.

Janet Kilpatrick seconded the motion.

Tom McCarthy adjourned the meeting at 10:55am.

## Appendix L

### Delaware Redevelopment Authority Public Comments Received During Outreach Period

DATE	FROM	COMMENTS
July 27, 2006	Ms. Delores Hamilton Wilmington	Supports using the property for a 100% trade school.
August 8, 2006	Joanne Ridley Sherwood Park 2	Opposed to correctional, law enforcement, or subsidized housing.  Supports a library or other uses to improve the area.
August 20, 2006	Ms. Sandra Santagada Cedarcrest	Oppose to a homeless shelter, community outreach center, or Section 8 housing.  Supports a library, school, office building, and/or flood management.
August 22, 2006	Mr. and Mrs. Weber Wilmington	Local residents, adjacent to the property. Concerned about water drainage and lack of open land in the area.  Opposed to low-income, housing, or homeless shelter.  Supports a school, library, park, walking track.
August 22, 2006	Rep. Gilligan State Representative 19 <sup>th</sup> District	Requests that the DRA consider 3 recommendations received from constituents: <ol style="list-style-type: none"> <li>(1) Area designated for drainage work to alleviate flooding</li> <li>(2) Recreation utilization for the building and the open spaces</li> <li>(3) A community center, available for use by the community or state/county services</li> </ol>
August 24, 2006	Sherry Scaruzzi Dunlinden Acres	Local resident for over 30 years and attended the public tour.  Opposed to homeless assistance or shelter.  Supports library, senior center, adult/children daycare, pre-school, kindergarten. Requests more information on retention pond, vis-à-vis security. Interested in community involvement of decisions.
September 5, 2006	Tim Sheldon NCCo Councilman Ninth District	Proposes that the County take ownership of the property, to utilize it for the following: <ol style="list-style-type: none"> <li>(1) New Kirkwood Highway Library</li> <li>(2) An Auditorium</li> <li>(3) A Community Room</li> <li>(4) 3-6 acres of stormwater retention</li> </ol>